

SUPERSEDED BY 2016/17 ACADEMIC REGULATIONS



## **Academic Regulations**

*From September 2015*

*Last Updated July 2015*

**STUDENT REGULATIONS  
AND POLICIES**

[uclan.ac.uk/studentcontract](http://uclan.ac.uk/studentcontract)

## PREFACE

The application of the Academic Regulations is underpinned by University policies and procedures, to which reference is made at appropriate points within the Regulations.

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## **A: The Academic Regulations**

### **A1 The University**

**These Academic Regulations apply to all taught courses of the University of Central Lancashire hereafter referred to as "the University".**

Changes to these regulations may only be approved through processes approved by the Academic Board.

These regulations apply to all students registered with the University during the academic year 2015/16. They supersede any previous regulations.

### **A2 Powers of the University to Grant Awards**

The following powers (A2.1 to A2.6) derive from Section 76 of the Further and Higher Education Act 1992:

- A2.1 The University is empowered to grant awards to persons who complete an appropriate course of study and satisfy an appropriate assessment and to grant awards to persons who complete an appropriate programme of supervised research and satisfy an appropriate assessment.
- A2.2 Awards which may be granted by the University include degrees, diplomas, certificates, or other academic awards or distinctions, and Honorary Awards.
- A2.3 The University may exercise its power to grant awards by granting awards jointly with another institution(s).
- A2.4 The University may, for good reason, deprive any person of any award granted to her or him by the University (or, in the case of an award granted to her or him by the University and another institution jointly, may do so jointly with the other institution). Good reason will include academic fraud.
- A2.5 The University, where empowered to make awards on behalf of Pearson or professional bodies, does so subject to the regulations of those bodies.
- A2.6 The University, in accordance with the relevant provisions of its Instrument and its Articles, determines:
  - (i) the courses of study;
  - (ii) the programmes of research;
  - (iii) the assessment appropriate for the grant of any award; and,
  - (iv) the terms and conditions on which the powers to grant awards are to be exercised.

### **A3 Approval of Courses and Awards by the Academic Board of the University**

- A3.1 In fulfilling its responsibilities under the Articles, the Academic Board authorises Committees, Boards and Panels to act on its behalf. These Committees, Boards and Panels are responsible to the Academic Board of the University. In all cases such Committees, Boards and Panels are required to act in accordance with the Articles of the University and these Academic Regulations.
- A3.2 The University may agree to offer provision leading solely to awards by external bodies. In such cases the academic regulations of the external body take precedence over University regulations in relation to the requirements for conferment of the award. Where courses are subject to the regulations of professional, statutory and regulatory bodies and those regulations are different from the Academic Regulations of the University, the regulations of the professional, statutory and regulatory bodies will take precedence, subject to approval through the University's course approval and review processes.

- A3.3 In extraordinary circumstances, caused by external factors beyond the control of the University, the Academic Board will be responsible for approving special arrangements, if necessary, for the determination of awards and progression (see Section K).

## **B: Awards of the University**

### **B1 Principles**

- B1.1 All awards conferred by the University are defined by a series of benchmarks relating to the general level of knowledge and skills required to register for the award, the highest level of study required to achieve the award and the standard time taken to complete the award as expressed in terms of full-time study.
- B1.2 All awards conferred by the University are benchmarked against the Framework for Higher Education Qualifications for England, Wales and Northern Ireland issued by the Quality Assurance Agency for Higher Education. Individual disciplines may also refer to relevant subject benchmarks.
- B1.3 Awards can only be gained by following and successfully completing a course of study leading to an approved award which has been validated by the University.
- B1.4 University awards are designed to incorporate exit point awards where appropriate aims and learning outcomes have been specified. Exit point awards may only be given where the learning outcomes for the lower award have been met.
- B1.5 Certificates, transcripts and Diploma Supplements follow an approved style and format.
- B1.6 All courses will be taught and assessed in English with the following exceptions:
- (i) where the learning outcomes are explicitly related to competence in Languages other than English;
  - (ii) where the acquisition of competence in English is a declared learning outcome, support work may be in the student's native language.

### **B2 List of Awards**

- B2.1 The Awards conferred by the University are shown in table B3.12.
- B2.2 *Posthumous awards*  
The University may confer any of its awards posthumously provided there is evidence of work successfully completed at the appropriate level. The classification will be determined by the Assessment Board on the basis of the overall academic profile. The award can be accepted on the student's behalf by a parent, spouse or other appropriate individual.
- B2.3 *Research Awards*  
The Academic Regulations for research awards are published in section L of the Academic Regulations
- B2.4 *Professional Doctorate Awards*  
The Academic Regulations for both taught courses and research awards apply to professional awards. For assistance, guidance on Professional Doctorates can be found in Appendix 12 and Appendix 13 of the Academic Quality Assurance Manual.
- B2.5 *Honorary Awards*  
There are two categories of Honorary Award:
- i) an Honorary Fellowship, appropriate for those who have made a major contribution to society and/or education generally, or have made a significant contribution to the region, or by their achievements, or through overcoming disadvantages, present a worthy role model to UCLan students and staff;

- ii) an Honorary Doctorate, D.Univ, awarded for those who have made a very significant contribution to the development of the University and/or have made a very significant contribution to the development of education at the national and/or international level and/or for those who have gained international recognition or made a pre-eminent contribution within their academic field.

B2.6 Recommendations for conferment of these awards is made by the Honorary Awards Committee on behalf of Academic Board. The Committee will take account of past, current or planned future links between a student and the University in determining whether an award should be conferred.

### **B3 Title of Awards**

#### **B3.1 *Certificate in Education [Cert Ed] [post-compulsory]***

The Certificate in Education is a teaching qualification awarded to students who have successfully completed a specialist teaching course in post-compulsory education.

#### **B3.2 *Foundation Degrees***

Foundation degree programmes will lead either to the award of FdA, FdSc or FdEng.

The award of FdA is generally used in art and design, the arts and humanities and areas of social or business studies. The award of FdSc is generally used in technology, science or mathematics and their applications. The award of FdEng is reserved for courses which provide a technologically broad education with an emphasis on engineering applications.

#### **B3.3 *Bachelor Degrees***

First degree programmes will lead either to the award of a BA or a BSc or to a more closely defined award restricted to certain subjects and types of course.

The award of *Bachelor of Arts (BA)* is generally used in art and design, the arts and humanities and areas of social or business studies. The award of *Bachelor of Science (BSc)* is generally used in technology, science or mathematics and their applications. In areas where either title may be used, the title will be based on the curricular focus of the course and prevailing norms across the relevant higher education sector.

The title *Bachelor of Engineering (BEng)* is reserved for courses which provide a technologically broad education with an emphasis on engineering applications.

The title *Bachelor of Laws (LLB)* is reserved for courses of specialised study in law. The Senior Status LLB is a graduate entry, 2 year variant of this award.

#### **B3.4 *Combined Awards***

The use of BA or BSc for combined awards will be determined by reference to the major subject studied or the subject in which the dissertation/project is submitted for joint honours students.

Subjects lying within the fields of Science and Technology will lead to a BSc. Other subjects will lead to a BA.

#### **B3.5 *Graduate Certificate/Diploma***

Courses at undergraduate level (Level 6) which are taken by those who are already graduates.

#### **B3.6 *Integrated Masters***

Integrated Masters courses represent extended first degree programmes which include a significant element of level 7 study.

The titles *MEng/MPhys/MChem/MLaw/BDS/MSci/MMath/MComp/ MHRM/MComSC* are reserved for courses of specialised undergraduate study in a specific subject area which provide the skills and knowledge required in the subject for professional development in

industry or research and as such are recognised by industry, professional bodies and research councils.

The title *MPharm* is reserved for courses accredited by the Royal Pharmaceutical Society of Great Britain.

The title *Bachelor of Medicine and Bachelor of Surgery [MB BS]* is reserved for courses which form the primary qualification registerable with the General Medical Council that enables doctors to practice within the UK.

**B3.7** *Postgraduate Certificate in Education [PGCE] [post-compulsory]*

The Postgraduate Certificate in Education is a teaching qualification awarded to graduate students who have successfully completed a specialist teaching course in post-compulsory education.

**B3.8** *Taught Master's Degrees*

Courses at Master's level may lead to the award of either the MA or MSc or to a more closely defined award restricted to certain specific areas of study.

The title *Master of Architecture (MArch)* is reserved for courses in an area of specialised study in the specific subject area of Architecture which provides the skills and knowledge required in the subject for professional development in industry or research and as such is recognised by industry, professional bodies and research councils

The title *Master of Arts (MA)* is generally used in Art and Design, the arts and humanities and areas of social or business studies. The title *Master of Science (MSc)* is generally used in technology, science or mathematics and their applications. The rationale for the use of MA or MSc in other fields will take account of curricular focus and sectoral practice.

The title *Master of Business Administration (MBA)* is reserved for courses which focus on the general principles and functions of management and the development of management skills.

The title of *Master of Clinical Dentistry (MCLinDent)* is reserved for courses of specialist study and training in Clinical Dentistry

The title *Master of Education [MEd]* is reserved for courses in which the focus of study is the reflection and professional development of education practitioners.

The title *Master of Laws (LLM)* is reserved for courses of specialised study in law.

The title *Master of Research [MRes]* is reserved for advanced postgraduate degrees that focus upon research through individual research project work and the development of academic research skills and techniques. Such courses will normally prepare students for PhD study or a career in research.

**B3.9** *Professional Masters Awards*

These awards are reserved for courses which make a contribution to both theory and practice in their field and to develop professional practice.

**B3.10** *Professional Awards in the fields of Medicine*

These awards are restricted to areas of study of professional practice which lead to a specifically titled award at this level. They will entail a combination of taught, professional practice and research components.

The title of *Doctorate in Medicine [MD] with a designated speciality* is reserved for courses in which the focus of study is the reflection and professional development of practitioners in medicine.

**B3.11** *Professional Doctorates*

Courses at Professional Doctorate level are restricted to certain, specific areas of study and lead to a specifically titled award at doctoral level. They will entail a combination of taught and research components.

A Professional Doctorate [DProf] programme will be conducted in an area of professional competence.

The title of *Doctorate of Business Administration [DBA]* is reserved for courses concerned with researching business and management issues via the critical review and systematic application of appropriate theories and research to professional practice.

The title of *Doctorate in Education [EdD]* is reserved for courses concerned with researching educational practice, contexts and roles via the critical review and systematic application of appropriate theories and research to the education profession and to the practice of it.

### B3.12: The Awards of the University

FHE Q level	Title of Award	Classifications available		General Minimum Entry Requirement (equivalent qualifications or experience accepted. For course specific requirements see course documents)	Standard Course Duration (expressed as FT equivalent length, + 2 years for Part Time)	Highest Level of study required for the Award
		Dist	Merit			
<b>Foundation and General Awards</b>						
	Certificate of Achievement	√	√	varies	n/a	n/a
<b>Undergraduate Certificates, Diplomas and Degrees</b>						
<b>4 or above **</b>	Certificate	√	√	As appropriate for the level of module concerned.	Variable	In accordance with level of module
<b>4</b>	Certificate of Higher Education ( <i>CertHE</i> ); <i>Cert in Education [Cert Ed*]</i>	√	√	general ug entrance	1 year	4 (5 for Cert Ed)
<b>4</b>	Foundation Certificate	√	√	1 'A' level/1 AVCE	1 year	4
<b>5</b>	Higher National Certificate (HNC) ***	√	√	1 'A' level/1 AVCE	1.3 years	5
<b>5</b>	Higher National Certificate (HNC) †		***	1 'A' level/1 AVCE	1.3 years	5
<b>5</b>	Advanced Certificate	√	√	successful level 4 study	10 weeks	5
<b>5</b>	Diploma	√	√	successful level 4 study	1 year	5
<b>5</b>	Diploma of Higher Education (DipHE)*	√	√	general ug entrance	2 years	5
<b>5</b>	Foundation Degrees: (Foundation Degree in Arts [FdA]; Foundation Degree in Science [FdSc], Foundation Degree in Engineering [FdEng])	√	√	1 'A' level/1 AVCE	2 years	5
<b>5</b>	Higher National Diploma (HND) ***	√	√	1 'A' level/1 AVCE	2 years	5
<b>5</b>	Advanced Diploma	√	√	general UG entrance	3 years	6
<b>5</b>	Diploma in Professional Studies: <i>Midwifery</i> <i>Nursing</i>	√	√	Professional qualifications and experience	1 year	5/6
<b>Bachelor's Degrees, Integrated Masters and Graduate Diplomas</b>						
<b>6</b>	Bachelor's Degrees: ( <i>Bachelor of Arts [BA]</i> ; <i>Bachelor of Engineering [BEng]</i> ; <i>Bachelor of Laws [LLB]</i> ; <i>Bachelor of Science [BSc]</i> )	√	√	Applicants must have 5 GCSE passes at Grade C or above plus a 12 unit profile the equivalent of two subjects at Advanced Level (A2).	3 years (4 years sandwich) (4 years Cyprus Campus)	6
<b>6</b>	Bachelor's Degrees with Honours: ( <i>Bachelor of Arts [BA Hons]</i> ; <i>Bachelor of Engineering [BEng Hons]</i> ; <i>Bachelor of Laws [LLB Hons]</i> ; <i>Bachelor of Science [BSc Hons]</i> )		First Class, Upper Second Class, Lower Second Class, Third Class, Degree without Honours^	Applicants must have 5 GCSE passes at Grade C or above plus a 12 unit profile the equivalent of two subjects at Advanced Level (A2).	3 years (1 year for top-Up Awards) (4 years for some overseas provision/ Cyprus campus)	6
<b>6</b>	Senior Status Bachelor of		First Class,	Bachelor degree	2 years	6

	Laws LLB (Hons)	Upper Second Class, Lower Second Class, Third Class, Degree without Honours				
6	Graduate Certificate	√	√	successful level 6 study	15weeks	6
6	Graduate Diploma	√	√	successful level 6 study	25 weeks	6
7	Integrated Masters with Honours: ( <i>Master of Physics [MPhys]</i> ) ( <i>Master of Pharmacy [MPharm]</i> ) ( <i>Master of Engineering [MEng]</i> ) ( <i>Master of Chemistry [MChem]</i> ) ( <i>Bachelor of Dental Surgery [BDS]</i> ) ( <i>Master of Law [MLaw]</i> ) ( <i>Master of Science [MSci]</i> ) ( <i>Master of Mathematics [MMath]</i> ) ( <i>Master of Computing [MComp]</i> ) ( <i>Bachelor of Medicine and Bachelor of Surgery [MB BS]</i> ) <i>Master of Human Resource Management (MHRM)</i> <i>Master of Community and Social Care (MComSC)</i>	First Class, Upper Second Class, Lower Second Class, Third Class ^  [for BDS and MB BS no classification is awarded other than BDS or MB BS with Honours when an APM of 70% or more is achieved]		Applicants must have 5 GCSE passes at Grade C or above plus a 12 unit profile the equivalent of two subjects at Advanced Level (A2). [Applicants with advanced standing to year 2 of the BDS must have previous graduate achievement in biomedical sciences or related subject]	4 years  (5 years for the BDS and MB BS)	7
<b>Postgraduate Certificates and Diplomas</b>						
7	Postgraduate Certificate (PGCert) <i>Certificate in Management [CM]; Post Graduate Certificate in Education [PGCE*]</i>	√	√	Bachelor degree with Honours [ <i>mgt experience for CM</i> ]	15 weeks	7
7	Postgraduate Diploma (PGDip) <i>Diploma in Management Studies [DMS]</i>	√	√	Bachelor degree with Honours [ <i>2 years management experience for DMS</i> ]	30 weeks	7
<b>Taught Masters</b>						
7	Master's Degrees: <i>Master of Architecture [MArch];</i> <i>Master of Arts [MA]; Master of Business Administration [MBA]; Master of Clinical [MClinDent]; Master of Laws [LLM];</i> <i>Master of Science [MSc];</i> <i>Master of Education [MEd];</i> <i>Master of Research [MRes]</i>	√	√	Bachelor Degree with Honours at lower second class or above [ <i>Bachelor Degree in Architecture that carries RIBA Pt1 recognition at upper second or above or lower second with relevant work experience for MArch</i> ] [ <i>Primary Dental Qualification (eg BDS or BChD) and be on the GDC Dentist Register for MClinDent</i> ] [ <i>mgt experience and age 23 for MBA</i> ]	Calendar year  [ <i>2 calendar years for MArch and MClinDent</i> ]	7

FHE Q level	Title of Award	Classifications available		General Minimum Entry Requirement (equivalent quals or experience accepted. For course specific requirements see course documents)	Standard Course Duration (expressed as FT equivalent length, + 2 years for Part Time)	Highest Level of study required for the Award
		Dist	Merit			
	<b>Professional Masters</b>					
7	Professional Masters	√	√	Bachelor Degree with Honours at lower second class or above and evidence of a significant experiential profile	1 calendar year FT 2 calendar year PT	7
	<b>Professional Awards in the fields of Medicine</b>					
7	Master of Surgery [MCh] (designated speciality)****			Successful MSc level study + GMC registration	2 Years	8
7	Doctor of Medicine [MD] (designated speciality)			Successful MSc level study + GMC registration	2 Years	8
	<b>Research Degrees</b>					
7	Master of Arts MA; Master of Science MSc; Master of Laws LLM (by Research)			Bachelor Degree with Hons at lower second class or above	1 year	thesis
7	Master of Philosophy (MPhil)			Bachelor Degree with Hons at lower second class or above	2 years	thesis
7	Master of Surgery (MCh [Res])			Bachelor Degree with Hons at lower second class or above	3 years	thesis
8	Doctor of Medicine (MD [Res])			Bachelor Degree with Hons at lower second class or above	3 years	thesis
8	Doctor of Philosophy (PhD)			Bachelor Degree with Hons at lower second class or above †	3 years	thesis
8	Professional Doctorate (DProf)			Bachelor Degree with Hons at lower second class or above plus professional experience ¥	3 years	8 + thesis
8	Doctor of Business Administration (DBA)			Bachelor Degree with Hons at lower second class or above plus professional experience †	3 years	8 + thesis
8	Doctor of Education (EdD))			Bachelor Degree with Hons at lower second class or above plus professional experience †	3 years	8 + thesis
	<b>Higher Doctorates</b>					
8	Doctor of Letters (DLitt)			leading authority in field	n/a	n/a
8	Doctor of Science (DSc)			leading authority in field	n/a	n/a
	<b>Honorary Doctorate (D.Univ)</b>			Criteria determined by Honorary Awards Committee		
8	Integrated PhD			Bachelor Degree with Hons at lower second or above	4 years	7+thesis

\*Standard course duration may be longer where elements of professional practice are integrated within modules.

\*\* the level of the award corresponds to the level of the module for which the Certificate is awarded.

\*\*\* under licence from Pearson

\*\*\*\* MCh no longer offered as from 2009/10

† Masters degree for direct entry to doctoral stage of programme

¥ Masters or Professional Masters degree for direct entry to professional doctoral stage of programme

^ from 2008 cohort entry a degree without honours will be awarded in place of 'pass' or unclassified'

## **B4 Approval of new awards**

B4.1 The Academic Board has power to approve new awards on advice from the Academic Standards and Quality Assurance Committee.

B4.2 In considering proposals for new awards, the Academic Board will pay particular regard to:

1. the characteristics and level of the proposed award that would both distinguish it from existing awards and relate it to them;
2. the suitability of existing awards for the proposed programme of study;
3. the likely demand for, and recognition of, the proposed award by institutions, students and employers.

B4.3 Course proposals may not be submitted for course approval prior to Academic Board approval of an appropriate award type and its definition.

## **B5 Certification of Awards**

Academic Board awards and official transcripts follow a prescribed style and are all issued by the Examinations and Awards Office. The use of the University crest on certificates is restricted to Academic Board awards and Honorary awards.

## **C: Modular Framework**

### **C1 Modular Framework**

C1.1 All taught awards of the University are governed by the regulations that apply to the University's modular scheme as set out below, unless otherwise specified. This includes taught elements of Professional Doctorates awards and Integrated PhD awards.

### **C2 Modules**

C2.1 Each module is a self-contained block of learning with defined aims, learning outcomes and assessment.

C2.2 All modules are assigned to Academic Schools. The development, delivery and assessment of modules is the responsibility of the Dean/Head of School operating through the academic staff in the school.

C2.3 Module descriptions will specify pre- and/or co-requisites where these apply.

C2.4 Modules which have been designated as 'Core' modules must be passed and cannot be compensated, except within Combined Honours awards in Stage 1 where compensation may be applied if the student has made a reasonable attempt at final assessment in a module and

in the judgement of the Programme Board the module does not contribute to the final Exit Award.

C2.5 Modules designated as 'compulsory' must be taken but may be compensated.

C2.6 A student initiated module is a scheme of directed study with assessment. Up to 20 credits may be awarded, at an appropriate level and contribute to a student's overall programme of study.

### C2.7 **Module level**

C2.7.1 Each module will specify a level which indicates the intellectual standard required for successful completion of the module.

Level 3: A/AS Level equivalent (used for Foundation Entry)

Level 4: Certificate level which prepares students for further study (approximating to year 1 of a three year honours degree programme).

Level 5: Diploma level (approximating to year 2 of a three year honours degree programme).

Level 6: Degree level (approximating to year 3 of a three year honours degree programme).

Level 7: Postgraduate level.

Level 8: Doctorate level.

### C2.8 **Module size**

C2.8.1 A standard module is worth 20 credits. It equates to the learning activity expected from one sixth of a full-time undergraduate year. Modules may be developed as half or double modules with credit allocated up to a maximum of 120 credits per module. (Other module sizes may be approved at Course Approval where the Panel is satisfied that this is desirable for the proper delivery of the curriculum).

## C3 **Courses**

C3.1 Courses lead to named awards (eg BSc Psychology). Courses consist of specified combinations of modules approved by the University as appropriate for that named award and which allow students to meet the overall award requirements in terms of module number and level. A table of module requirements is shown in C11.

C3.2 Courses are assigned to Academic Schools. Their development, operation and assessment is the responsibility of the Dean/Head of School.

## C4 **Subjects**

C4.1 Subjects constitute defined groups of modules which are bound together through academic discipline. They are assigned to Academic Schools and their development, operation and assessment is the responsibility of the Dean/Head of School. Subjects may adopt modules assigned to other Schools.

C4.2 Subjects may be studied in combination as part of the University's Combined Honours scheme. For award purposes, subjects will be studied in major/minor or joint combinations to achieve a named Combined Honours qualification. The number and level of modules required to achieve a named subject major, minor or joint is shown in Section C11.2.

## **C5 Placements**

### **C5.1 Sandwich Courses**

Sandwich courses are developed with an extensive period of supervised work experience (normally 48 weeks) included. Awards are appropriately endorsed with merit/distinction. The period of work experience has aims and learning outcomes and is assessed but does not contribute to the minimum module requirement for the award nor the award classification calculation.

### **C5.2 Work Experience**

Periods of work experience leading to the achievement of specified learning outcomes may take the form of individual modules or may be integrated with academic study within a module.

## **C6 Study Abroad**

### **C6.1 Language courses**

Language courses will normally include an extensive period of study abroad (usually 35 weeks). The period of study abroad has aims and learning outcomes and is assessed but does not contribute to the minimum module requirement for the award nor to the award classification calculation.

### **C6.2 Exchange Schemes**

Exchange schemes may include study abroad and should satisfy the relevant learning outcomes of the course but do not necessarily need to match the content of any specific modules as set out in the programme specification.

## **C7 Stage**

### **C7.1 Bachelor Degrees are divided into stages**

Stage 0 is equivalent to a full-time foundation year and prepares a student for the degree or diploma course.

Stage 1 is equivalent to a first year of a full-time degree course and forms the basis of progression to stage 2.

Stage 2 is equivalent to the subsequent years of a full-time degree course and forms the basis for the honours degree classification.

### **C7.2 For the integrated masters course, Stage 2 is equivalent to the second year of a full-time degree course.**

Stage 3 is equivalent to the final two years of a full-time integrated masters course and, with Stage 2, forms the basis for the honours classification.

### **C7.3 For the integrated PhD, Stage 2 is equivalent to a three year PhD course.**

## **C8 Mode of Study**

### **C8.1 The modular framework is designed to accommodate the movement of students between full-time and part-time mode of study. Changes to mode of study require prior approval from the Course Leader.**

### **C8.2 A full-time student is defined as any student undertaking modules equating to at least 100 credits during a standard (two semester) academic session.**

## **C9 Duration of Study**

- C9.1 The standard duration of full-time study towards specified awards is shown in the table in section B3.12. The standard duration for part-time provision will exceed the full-time duration by two years.
- C9.2 A student may seek authorisation from the Dean/Head of the host School for an interruption in their programme of study. The application should be in writing and set out the reasons for interruption and the period of time requested for such interruption. The period of authorised interruption shall normally be up to one year and exceptionally up to two years.
- C9.3 If an interruption is not authorised but a student does not attend their course, the University may apply its withdrawal procedures under section G13 of these regulations.
- C9.4 Students who wish to interrupt their studies for longer than the period which can be authorised, or who fail to enrol for an academic year without authorised interruption, must seek readmission if they wish to resume their studies.

## **C10 Attendance**

- C10.1 Student attendance at timetabled learning activities of courses and modules is required. Notification of illness or exceptional requests for leave of absence must be made to the Dean/Head of School or nominee (usually the Course Leader). Unauthorised absence is not acceptable and may be considered at the Course Assessment Board.
- C10.2 Students with continuous unauthorised absence may be deemed to have withdrawn from the course. The date of withdrawal will be recorded as the last day of attendance.
- C10.3 Individual modules and/or courses may incorporate a specific attendance requirement as part of the assessment criteria for successful completion of a module.

**C11 Standard Module Requirements for Awards  
(credits shown in brackets)**

Award title	Min module requirement	Stage 2 requirement	Stage 3 requirement	minimum at:				
				Level 4 or above	Level 5 or above	Level 6 or above	Level 7 or above	Level 8
Certificate of Achievement*	1(20) (at Level 3 or above)							
Certificate *	1 (20)			1 (20)				
Certificate of Higher Education	6 (120)			6 (120)				
Foundation Certificate	6 (120)			6 (120)				
Advanced Certificate*	2 (40)				2 (40)			
Diploma	5 (100)			5 (100)	4 (80)			
Higher National Certificate	8 (160)			8 (160)	2 (40)			
Higher National Certificate	6 (120)			6 (120)				
Higher National Diploma	12 (240)			12 (240)	5 (100)			
Diploma of Higher Education	12 (240)	6 (120)		12 (240)	5 (100)			
Foundation Degree	12 (240)			12 (240)	5 (100)			
Advanced Diploma**	16 (320)	10 (200)		16 (320)	9 (180)	3 (60)		
Diploma in Professional Studies	6 (120)				6 (120)			
Degree	16 (320)	10 (200)		16 (320)	9 (180)	3 (60)		
Honours degree	18 (360)	12 (240)		18 (360)	11 (220)	5 (100)		
Senior Status LLB	12 (240)	12 (240)			12 (240)	5 (100)		
Honours degree for Overseas Provision with 4 Years Study Cycle (3 years at Stage 2)	24 (480)	18 (360)		24 (480)	14 (280)	7 (140)		
Honours degree for Cyprus Campus Provision with 4 Years Study Cycle	24 (480)	12 (240)		24 (480)	11 (220)	5 (100)		
Top-up Degree (Honours)	6 (120)	6 (120)			6 (120)	5 (100)		
Graduate Certificate	3 (60)				3 (60)	2 (40)		
Graduate Diploma	6 (120)				6 (120)	4 (80)		
Integrated Masters	24 (480)	6 (120)	12 (240)	24 (480)	18 (360)	11 (220)	6 (120)	

Bachelor of Dental Surgery	42 (720)*****	6 (120)	12 (240)	42 (720)	18 (360)	10 (200)	6 (120)	
Postgraduate Certificate	3 (60)					3 (60)	2 (40)	
Award title	Min module requirement	Stage 2 requirement	Stage 3 requirement	Level 4 or above	Level 5 or above	Level 6 or above	Level 7 or above	Level 8
Postgraduate Diploma	6 (120)					6 (120)	5 (100)	
(Taught) Masters Degree	9 (180)					9 (180)	8 (160)***	
<i>minimum at:</i>								
<b>Award title</b>	<i>Min module requirement</i>	<i>Stage 2 requirement</i>	<i>Stage 3 requirement</i>	<i>Level 4 or above</i>	<i>Level 5 or above</i>	<i>Level 6 or above</i>	<i>Level 7 or above</i>	<i>Level 8</i>
Master of Architecture	12 (240)						12(240)	
Master of Clinical Dentistry	18 (360)						18 (360)***	
Master of Research	9 (180)					9 (180)	8 (160)****	
Professional Masters	9 (180)					9 (180)	8 (160)***	
Professional Doctorate	27 (540)						27 (540)	18 (360)
MCh (designated speciality)	18 (360)					18 (360)	16 (320)	9 (180) (thesis)
MD (designated speciality)	18 (360)					18 (360)	16 (320)	9 (180) (thesis)

\* *the module requirement for students on these awards may exceed the minimum stated.*  
 \*\* *Normally this award is only offered on a franchised basis overseas*  
 \*\*\* *to include a dissertation or equivalent that is a compulsory element of independent learning with a credit value between 20 and 60 credits at Level 7 or for the MProf: a credit value of 60 credits*  
 \*\*\*\* *Master of Research to include a dissertation or equivalent that is a compulsory element of independent learning with a minimum credit value of 80 credits at Level 7.*  
 \*\*\*\*\* *Including 120 credits of clinical practice, which will be graded S/U, and which will not contribute to the APM calculation.*

C11.1 The module minimum requirements exclude Stage 0 and any sandwich placement modules. Where appropriate, the module requirement for Stage 0 or the placement element is additional to the module requirement for an Award.

**C11.2 Modules Required for Named Awards within Combined Honours framework:-**

Stage 1 (credits shown in brackets)					
	Module Total	Subject X	Subject Y	Subject Z	Electives
Pathway 1 or	6 (120)	2 (40)	2 (40)	2 (40)	-
Pathway 2 or	6 (120)	3 (60)	2 (40)	-	1 (20)
Pathway 3	6 (120)	2 (40)	2 (40)	-	2 (40)
Stage 2					
Joint Route					
BSc/BA (Hons) Subject X and Subject Y	12 (240)	6 (120)	5 (100)	-	1 (20)
	Stage 2 must include a dissertation in the <b>joint</b> Subject X to the value of 1 or 2 modules (20 or 40 credits)				
or Major/Minor Route					
BSc/BA (Hons) Subject X (major) with Subject Y (minor)	12 (240)	8 (160)	3 (60)	-	1 (20)
	Stage 2 must include a dissertation in the <b>major</b> Subject X to the value of 1 or 2 modules (20 or 40 credits)				
BSc/BA (Hons) Independent Studies	12 (240)				
	Stage 2 must include a dissertation to the value of 1 or 2 modules (20 or 40 credits)				
There is also the opportunity for students to choose an 'independent programme' which may be pursued alone or in combination with either a major, minor or joint subject in line with the above structure. This will be entitled 'Independent Studies' (see section H5.2).					

**C11.2.1 Exit Awards from the Combined Honours Programme**

i BSc/BA (without Honours)

The named award will be determined by reference to the minimum number of modules specified above. Where a student has failed to meet the subject requirement, the alternative award of 'Independent Studies' will be made.

ii The Diploma of Higher Education

The Diploma of Higher Education will be awarded to a student who has failed the registered award or leaves the course at an interim progression point provided the minimum requirements for the exit award have been achieved.

iii The Certificate of Higher Education (unnamed)

The Certificate of Higher Education (unnamed) will be awarded to a student who has failed the registered award or leaves the course at an interim progression point provided the minimum requirements for the exit award have been achieved.

**C11.3 Programme Structure for the award of Honours Degree for Overseas Provision with 4 years study cycle.**

Min Duration	Credits shown in brackets				Award Title
	Min Mod Req'd	Level 4 or above	Level 5 or above	Level 6 or above	
Year 1	6 (120)	6 (120)			Cert HE
Year 2	12 (240)	12 (240)	5 (100)		Diploma of HE
Year 3	18 (360)	18 (360)	9 (180)	3 (60)	Degree*
Year 4	24 (480)	24 (480)	14 (280)	7 (140)	Honours Degree*

\*These awards are only offered in this structure on a franchise basis overseas.

#### C11.4 Programme Structure for Professional Doctorates

Stage 1		Taught components to be a minimum of 120 credits at level 7 or above to a maximum of 220 credits at Level 7 or above, with a minimum of 80 credits at level 8
Stage 2		Research components to be within a minimum of 280 credits at level 8 to include a thesis of at least 200 credits at level 8 to a maximum of 420 credits at level 8
Predicated on a notional 540 credits for a 3 year doctorate programme Full-time 3 years or 7 years part –time equivalent for the doctorate.		

#### C11.5 Programme Structure for the Professional Awards of Doctor of Medicine (MD), Master of Surgery (MCh)

Stage 1	Year 1 or part-time equivalent	180 credits, of which at least 160 must be at level 7 or above and 20 at Level 6 or above
Stage 2	Year 2 or part -time equivalent	180 credits at Level 8 (approved research project)

#### C11.6 Programme Structure for Integrated PhD

Stage 1	Year 1 or part-time equivalent	120 credits of research skills modules at Level 7 or above.
Stage 2	Year 2 or part -time equivalent	A research thesis at Level 8.

### D: Approval and Periodic Review of Courses

#### D1 Course closure

D1.1 Sometimes, circumstances beyond the control of the University may mean that it has to close a course. In these circumstances, the University will take all reasonable steps to minimise the resultant disruption to affected students, by, for example, offering affected students the chance to move to another course or institution, or by delivering a modified version of the same course. The University will ensure that adequate standards are maintained for any students remaining on the course.

#### D2 Course Approval, Credit Recognition and Periodic Course Review of courses offered in collaboration with other institutions or other organisations.

##### D2.1 Forms of relationship

D2.1.1 The University may form a relationship with other bodies in the UK or overseas to offer courses. Such courses may lead to the awards of the related bodies as well as to awards of the University.

D2.1.2 Whatever form the relationship takes, the University will satisfy itself, through its Course Approval and Periodic Course Review procedures, that a course or learning programme complies with the Academic Regulations and that the related establishment provides a suitable learning environment for students on courses leading to awards of the University.

##### D2.2 Formal Agreement

D2.2.1 All collaborative courses, including franchised courses, validated courses, credit recognition and articulation, will be covered by an agreed formal statement of the arrangements (normally in the form of an Institutional Agreement and Memorandum of Co-operation).

## **E: The Admission of Students**

### **E1 Principles**

- E1.1 The University acknowledges access to educational opportunity as a fundamental human right. The admission of individual applicants is nevertheless at the discretion of the University having regard to the safety and welfare of the University community and the general principles below:
- E1.2 The University will not admit applicants unless there is a reasonable expectation that the applicant can fulfil the learning outcomes of the course and reach the required standard for the award.
- E1.3 The procedures for the admission of students are non-discriminatory and espouse the University's commitment to equal opportunities.
- E1.4 Responsibility for the selection of students lies with Admissions Tutors, nominated by Deans/Heads of School, operating within the general entry requirements for the award specified by the University and any specific course based requirements.
- E1.5 The selection of students is based on ability to benefit as demonstrated through prior educational achievement, motivation and commitment.
- E1.6 The admission of students with disabilities and/or learning difficulties is based on the academic judgement that the student can, with reasonable adjustments by the University, be reasonably expected to fulfil the learning outcomes of the course to achieve the award.

### **E1.7 Misrepresentation in the application process**

- E1.7.1 Offers to applicants whom the University believes have wilfully or negligently misrepresented information in their application may be withdrawn and the applicant's contract with, and membership of, the University may be terminated. In the case of UCAS applicants, the Head of Admissions will inform UCAS of the findings. The applicant will be entitled to bring a complaint in line with section 5.12 of the Admissions Policy and Code of Practice.
- E1.7.2 Where the University believes that a student has wilfully or negligently misrepresented information in their application, the Head of Admissions (or nominee) may terminate the University's contract with the student and membership of the University will cease. The student will be given an opportunity to make representations to the Head of Admissions (or nominee) before such a decision is taken.

### **E2 General Entry Requirements**

- E2.1 The University's general entry requirement is specified in terms of the standard current qualification operating in England and Wales. Equivalent learning from other study or experience will also meet this requirement.
- E2.2 In addition to the general entry requirement, individual courses may specify particular subjects of study, areas of learning or experience or levels of performance in relation to admission. Course specific requirements are determined by the Dean/Head of School and approved at Course Approval.
- E2.3 All students must have sufficient competency in English language to study successfully for the proposed award. Competency may be demonstrated by qualification, accreditation of prior learning or separate University test.
- E2.4 **General entry requirement for admission to undergraduate courses**

E2.4.1 Students applying for undergraduate courses must have a minimum proficiency in English equivalent to IELTS 6\* before being offered a place.

\*Note: where the medium of instruction and assessment of a student's previous study was English then they may be deemed to have demonstrated English competency at the levels specified above without a separate test. The University reserves the right, however, to request evidence of proficiency through testing.

E2.4.2 The minimum level of attainment required for entry to the start of standard courses leading to awards at first degree level is expressed in terms of UCAS Tariff Points. Qualifications and/or experience at an equivalent level are welcomed and will be equally considered. See B3.12.

E2.4.3 The University will not normally make unconditional offers to candidates after only one year of post-16 study.

### **E2.5 Overseas Collaborative Provision: entry and exit requirements.**

E2.5.1 For undergraduate overseas collaborative programmes which include a structured language programme and related study skills support, an IELTS level equivalent to 4.5 is the minimum entry requirement to level 4 of the collaborative programme. Students must achieve a minimum IELTS score of 6.0, or equivalent, before progressing to level 6 of their course and/or transferring to UCLan.

### **E2.6 Minimum entry requirement for admission to taught postgraduate courses**

E2.6.1 For details of the minimum requirements, see B3.12. Equivalent learning from other study or experience will also serve to meet this requirement.

E2.6.2 Students applying for postgraduate programmes must have a minimum level of proficiency equal to IELTS 6.5\* or equivalent.

### **E3 The admission of students with criminal convictions**

E3.1 For some courses (especially those involving contact with children or vulnerable adults) applicants must declare any criminal conviction (spent and/or unspent) and a check through the Disclosure and Barring Service (DBS) may be additionally required for admission. In such cases the Dean/Head of School is responsible for ensuring that procedures are in place for the consideration of convictions in line with University and/or professional body requirements and for notifying applicants of the outcome.

### **E4 Admission with credit (including Accreditation of Prior Learning)**

E4.1 The University operates procedures to formally recognise prior learning gained elsewhere both for admission to a course and, where appropriate, for admission with credit (the award of credit which can be counted towards the requirements for an identified University award).

E4.2 Credit for non-University learning towards the requirements for a University award may be gained through articulation agreements, tariff arrangements or the accreditation of prior learning (APL). A student can make an application to apply credit from prior learning to a University course through the Admissions Office when applying for that course.

E4.3 Articulation agreements are a form of transfer agreement whereby a specific course delivered in a specific institution elsewhere has been mapped against and is recognised as giving advanced standing onto a named University course.

E4.4 Tariff arrangements are a form of credit recognition where the prior learning is such that it is frequently presented for recognition by a number of applicants to a specific course. This is approved and recorded within a programme specification and avoids the need for individual students to apply for accreditation of prior learning.

E4.5 APL is the identification and formal acknowledgement of an individual student's prior learning in order to gain credit towards a specified University award. It may be certificated (from another institution/awarding body) or experiential (drawn from life/work experience).

E4.5.1 The types of credit awarded for APL are:

**Specific Module Credit:** where credit is awarded for prior learning which matches the learning outcomes of identified UCLan validated modules.

**Elective Credit:** where the Programme Specification identifies free choice elective module(s), and it is established that the prior learning can be mapped to the required volume and academic level.

**Course or Subject Credit:** where credit is awarded for prior learning which lies within a particular course or subject discipline and permits the achievement of the relevant course learning outcomes, but does not necessarily match the content of any specific modules as set out in the Programme Specification.

E4.5.2 APL is determined in relation to a specific course. Where a student changes course, the Course Leader must review the appropriateness of the original APL claim to the new course. This may result in the need for a new application by the student.

E4.6 Qualifications which are at the level of the University's general requirements for admission to a course cannot be used to claim admission with credit, with the exception of students who meet the specific requirements for exemptions under Evaluation Committee for Private Universities (ECPU) regulations that apply to courses offered at UCLan Cyprus.

E4.7 The smallest amount of learning which can contribute to any award is a module, irrespective of the credit value.

E4.8 Undergraduate study which has already contributed to credit for an undergraduate award may not be counted towards postgraduate awards.

E4.9 With the exception noted in E4.10 and E4.11 below, the maximum credit for prior learning towards both undergraduate and postgraduate awards is two thirds of the total credit requirement for the award. In the case of a 480 credit undergraduate award (eg integrated masters) the maximum credit for prior learning is 360 credits.

E4.10 In line with ECPU regulations for courses operating at UCLan Cyprus, the maximum credit for prior learning towards the 480 credit undergraduate award is 240 credits (half) and for the postgraduate awards, 60 credits (one third).

E4.11 Applicants wishing to use a previously awarded higher level or equivalent level qualification towards either undergraduate or postgraduate awards may not be credited with more than one third of the total module requirement for that award. This regulation applies equally to UCLan transfer credit and to credit accumulated outside the University.

E4.12 Credit for prior learning is not available in relation to entry to the final year of Honours degrees, including Top-up degrees. Exceptions up to a maximum of 20 credits will only be considered in the case of recognised awards within a national/regional framework, for example meeting requirements set by the Nursing and Midwifery Council, and may not apply to the dissertation/honours project module.

E4.13 Prior learning from outside the University will not be graded.

## **F: Student Registration for Awards**

### **F1 Registration**

F1.1 All students will be registered as one of the following:

1. an Exchange student
  2. a student undertaking bridging modules
  3. a student undertaking modules on a defined learning framework (eg Nursing)
  4. an Associate student.
- F1.2 It is a student's responsibility through the enrolment process to register for the course and award to which they have been admitted and for a valid programme of modules according to the administrative procedures and deadlines which pertain at the time.
- F1.3 Students may not simultaneously register for more than one full-time award
- F1.4 A student may not register for more modules than is required to achieve the target award.
- F1.5 An individual module cannot be registered by a student for two or more awards.

## **G: Assessment**

### **G1 Principles of Assessment**

- G1.1 The purpose of assessment is to provide the opportunity for students to demonstrate that they have fulfilled the learning outcomes of the course and achieved the standard required for the award they seek.
- G1.2 Assessment must reflect individual student achievement and relate it to a standard for each award which is recognised and maintained across Universities and other higher education institutions in the United Kingdom.

### **G2 Module Assessment and Feedback on Assessed Work**

- G2.1 All modules will be assessed. Students are expected to attempt all required assessments for each module for which they are registered, and to do so at the times scheduled unless authorised extensions, special arrangements for students with a disability, or extenuating circumstances allowing deferral have been granted.
- G2.2 Each module will specify an assessment strategy by which students can demonstrate the achievement of the learning outcomes for that module.
- G2.3 With the exception of courses delivered by Distance Learning\*, generic feedback on all in-module formative and summative elements of assessment which contribute to a module, will be made available to students within 15 working days (3 weeks) of the scheduled submission or examination date. Generic feedback on end of module assessment and dissertations will be made available within 15 working days following the publication of results. 'Feedback' may be oral, written, posted on a website or other.

\* Feedback on assessment for courses delivered by Distance Learning will be made available within 20 working days.

- G2.4 For all assessments, students will be provided with individual written and/or audio/digital feedback (depending on their module or course of study).

### **G3 Late Submissions**

- G3.1 The University requires students to adhere to submission deadlines for any form of assessment. A penalty will be applied in relation to unauthorised late submission of work.
- G3.2 Authorisation of a late submission of work up to 10 working days must be in writing. The request should be made by the student to the appropriate Campus Administrative Service (CAS) Hub, clearly stating the reason for the extension and detailing the module and

assessment where an extension is requested. Extensions may be granted for up to 10 working days and will be confirmed to the student in writing. Students who submit work after an authorised extended deadline date will be awarded a mark of 0% for that element of assessment. Section 3 of the Assessment Handbook provides further information.

- G3.3 The University operates a universal penalty scale for unauthorised late submission of any form of assessed work. Students who submit work within 5 working days after the published submission date without an authorised extension will be awarded a maximum of the minimum pass mark (see H3) for that element of assessment. All work submitted later than 5 days after the published submission date will be awarded a mark of 0% for that element of assessment.
- G3.4 Unauthorised late submission at resubmission will automatically be awarded a mark of 0% for that element of assessment.
- G3.5 Where the nature of the circumstances is such that the extension is required for more than 10 working days, students may submit a case for consideration in accordance with the procedure for Extenuating Circumstances.

#### **G4 Examination Arrangements**

- G4.1 An examination is defined as a formal, timed assessment of any duration which is subject to continuous invigilation.
- G4.2 The University operates Examination Procedures in relation to the behaviour of examination students (see section 5.1 of the Assessment Handbook).

#### **G5 Students with Disabilities and/or Learning Difficulties**

- G5.1 Reasonable adjustments to assessment processes for students with disabilities and/or learning difficulties will be made providing appropriate supporting evidence has been made available when required (which is usually the case).

#### **G6 Assessment Practice**

- G6.1 The University is committed to the principle of maintaining academic standards through the processes of verification and moderation.
- G6.2 Comments made by the first marker on the student's work or performance must be available to the moderator for all assessments other than projects/dissertations.
- G6.3 The University requires all summative assessments to be anonymised where possible.
- G6.4 All postgraduate and final year undergraduate projects/dissertations must be clean double marked (see section 2.3 in the Assessment Handbook) except where this is precluded because of the method of presentation for students with a disability or learning difficulty.
- G6.5 Oral presentations or examinations which contribute more than 25% of the overall module mark require at least two members of academic staff to witness the presentation and to agree the mark awarded.

#### **G7 Unfair Means to Enhance Performance**

- G7.1 The University regards any use of unfair means in an attempt to enhance performance or to influence the standard of award obtained as a serious academic and/or disciplinary offence.
- G7.2 Unfair means includes all forms of cheating, plagiarism, collusion and re-presentation as defined in the Assessment Handbook. Students are required to sign a declaration indicating that individual work submitted for assessment is their own and will be able to view their Originality Report following e-submission of assessed work.

- G7.3 All instances or allegations of the use of unfair means will be investigated in line with the procedure set out in the Assessment Handbook. If the allegation is found to be proven the Dean/Head of School acting on behalf of the Assessment Board will implement the appropriate academic penalty in the module and report it to the Assessment Board.

In the event of a single offence of unfair means in an undergraduate or postgraduate assessment, the appropriate penalty will be 0% for that element of assessment, and an overall fail for the module (whether or not the resulting numeric average mark is above or below the minimum pass mark). The affected elements of the assessment must be resubmitted to the required standard. The mark for the module following resubmission will be restricted to the minimum pass mark. Where unfair means is detected for the first time on a reassessment for an already failed module, no further reassessment for the module will be permitted, and the appropriate fail grade will be awarded.

In the event of a repeat offence of unfair means (irrespective of whether the repeat offence involves the same form of unfair means) on the same or any other module within the course, the appropriate penalty will be 0% for the module with no opportunity for re-assessment. This penalty does not preclude the student being permitted to retake the module in a subsequent year.

[Note: The above penalties will apply where a student transfers from one UCLan course to another during their period of studies and module credits gained on the former course are transferred to the current course.]

- G7.4 An Assessment Board will not come to a decision on a student's result where an instance or allegation of the use of unfair means has not been resolved.
- G7.5 Where evidence of unfair means becomes available subsequent to the recommendation of the Assessment Board, the matter will be re-opened at a subsequent meeting of the Board and the original recommendation may be set aside if appropriate.
- G7.6 Any appeal against the decision of the Dean/Head of School will be heard under Stage 2 of the Procedure for Appeals against Assessment Board decisions, as set out in section 7 of the Assessment Handbook. An appeal will only be valid if it is based on the following grounds:
- i that the original decision was not conducted fairly and/or in accordance with the published procedure;
  - ii that the original decision was unreasonable in all the circumstances.

## **G8 Composition and Responsibilities of Assessment Boards**

- G8.1 Examiners/assessors are required to declare any close personal or business relationship with a student which could reasonably question the impartiality of the examining/assessment process. The Chair of the Assessment Board will determine the most appropriate action in such cases.

### **G8.2 Module Assessment Boards**

- G8.2.1 Each School of the University will operate a Module Assessment Board for all the modules assigned to that School. Membership will comprise the Dean/Head of School or nominee (Chair) and academic staff, including those from partner institutions, associated with the delivery of the modules. External examiners will act as specialist advisers to the Board.
- G8.2.2 The quorum for Module Assessment Boards shall be the attendance of the Dean/Head of School or nominee (Chair) and an internal examiner able to report fully on all results for each module considered by the Board.
- G8.2.3 Where a module runs solely at a Partner Institution, the University may delegate to the Partner Institution the operation of the Module Assessment Board.

G8.2.4 It is the responsibility of the Module Assessment Board to determine the mark/grade achieved by each student in individual modules and to make recommendations to the appropriate Course Board in relation to reassessment and compensation. In relation to modules assessed at the end of semester 1, the Module Board will determine when reassessment is required.

G8.2.5 Marks/grades determined by Module Assessment Boards shall not be subject to revision by other Boards.

### **G8.3 Subject Assessment Boards**

G8.3.1 Each School will operate a Subject Assessment Board for each subject the School offers within the Combined Honours programme. Membership will comprise the Dean/Head of School or nominee (Chair), Subject Leader, and any academic staff who teach on the subject, including placement tutors.

G8.3.2 The quorum for Subject Assessment Boards shall be the attendance of the Dean/Head of School or nominee (Chair), Subject Leader and an internal examiner able to report fully on all results for each module considered by the Board. In exceptional circumstances, the Dean/Head of School may nominate an appropriate deputy for a Subject Leader who is unavoidably absent.

G8.3.3 It is the responsibility of the Subject Assessment Board to make recommendations on student progression and awards within the subject and to transmit these to the appropriate Combined and Joint Honours (Stage 1) or Combined and Joint Honours School Board (Stage 2).

### **G8.4 Course Assessment Boards**

G8.4.1 Each School will operate a Course Assessment board for each Course for which the School is responsible and a School Board for the School's combined honours students. Membership will comprise the Dean/Head of School (Chair), Course Leader, Subject Leaders, external examiner(s) and any academic staff who teach on the course including placement tutors.

G8.4.2 The Chair of the Course Assessment Board must have undertaken the required training and be on the University's 'List of Approved Chairs'.

G8.4.3 The quorum for the Course Assessment Board shall be the attendance of the Dean/Head of School or nominee (Chair), Course/ Subject Leaders as appropriate for each course under consideration or Combined Honours Subject within the school and the External Examiner(s). In exceptional circumstances, the Dean/Head of School may nominate an appropriate deputy for a Course or Subject Leader who is unavoidably absent.

G8.4.4 Where a course runs solely at a Partner Institution, the University may delegate to the Partner Institution the operation of the Course Assessment Board.

G8.4.5 If in exceptional circumstances no External Examiner(s) is able to be present at the end of year Course Assessment Board, the External Examiner(s) will be required to confirm the recommendations of the Course Assessment Board and communicate his/her views by written correspondence to the Chair of the Course Assessment Board.

G8.4.6 It is the responsibility of the Course and School Assessment Boards to determine the mark/grade for any applicable compensation and reassessments and to determine results for each student in relation to their progression or award.

G8.4.7 Results determined by Course/School Assessment Boards shall not be subject to revision by other Boards.

### **G9 Extenuating Circumstances**

- G9.1 The University operates standard procedures for the submission of extenuating circumstances. (See section 4 of the Assessment Handbook).
- G9.2 In determining assessment recommendations, Assessment Boards will consider or ratify earlier consideration of properly submitted claims from students who believe their performance has been adversely affected by extenuating circumstances.
- G9.3 A disability or learning difficulty does not constitute an extenuating circumstance.
- G9.4 Assessment Boards will not act on uncorroborated claims, nor on those which are submitted outside the published deadlines except where the late submission of the claim is itself justified by extenuating circumstances.
- G9.5 Assessment Boards are not permitted to alter individual assessment marks to take account of extenuating circumstances.
- G9.6 Where performance or incomplete assessment in a module is due to extenuating circumstances, the Module Board may recommend to the Course Assessment Board that the student should be assessed at the next opportunity as if for the first time (or first reassessment if the poor performance relates to a second sit), or may agree a module mark if sufficient evidence is available for the determination of such a mark.
- G9.7 Extenuating circumstances will be taken into consideration by a Course Assessment Board as appropriate in the determination of the application of compensation provisions, opportunity for re-assessment and in overall progression/award classification decisions as further set out in section 4 of the Assessment Handbook.

A Course Assessment Board, using its academic judgement, may take account of extenuating circumstances where the student's overall performance is borderline, provided that there is good reason to believe that the student's performance has been compromised by extenuating circumstances to an extent which has not been fully reflected in adjustments made to assessment at the module level (such as deadline extensions and variations in assessment method).

- G9.8 Where poor performance or non-completion arising from extenuating circumstances is associated with a placement module the Course Assessment Board may, at its discretion and taking account of the extent to which the learning outcomes of the module have been met, either (i) deem the placement completed satisfactorily, (ii) specify arrangements for completion or (iii) require a repeat of the placement.
- G9.9 In exceptional circumstances, where the performance of a group of students has been adversely affected by external factors outside the University's control, reference should be made to Section K of the Academic Regulations on 'Extraordinary Circumstances Governing the Assessment Process'.
- G9.10 Where the original assessment cannot be replicated, the Assessment Board may permit a variation in the deferred assessment pattern provided that this is appropriate to demonstrate the achievement of the required learning outcomes.

## **G10 Compensation**

- G10.1 Compensation describes the process by which a student who fails to satisfy some element of assessment is nevertheless recommended for progression/award on the grounds that the failure is marginal or is offset by good performance in other components of his/her study programme.
- G10.2 A Course Assessment Board may, at its discretion, compensate failure in a module where, in its considered academic judgement, the compensation is fair and reasonable in relation to the learning outcomes of the course and the standard of the student's performance as a whole.

Compensation must not be applied where the module mark falls below the threshold mark of 30% for undergraduate modules (Levels 3, 4, 5 and 6) or 45% for modules at Level 7 or above and modules utilised solely on the undergraduate professional programmes in Medicine and Dentistry (BDS, MBBS). A higher threshold may be set where there are sound academic reasons such as professional body requirements.

- G10.3 The number of standard modules (each carrying 20 credits) which can be compensated within an award is limited according to the maxima shown in the following table. Course regulations may specify less than the maximum where this is appropriate or where professional body requirements so dictate.

Type of Award	Maximum which may be specified in course regulations (credits shown in brackets)
1. University Certificate of Achievement	Not applicable
2. University Certificate	0
3. University Advanced Certificate	0
4. University Diploma	1 (20)
5. Higher National Certificate and Higher Certificate	1 (20)
6. Higher National Diploma	1 (20)
7. Cert HE/Foundation Certificate	1 (20)
8. Dip HE	2 (40) at Stage 1, (see G10.6 below),1 (20) at Stage 2
9. Foundation Degree	2 (40) at Stage 1, (see G10.6 below),1 (20) at Stage 2
10. Degree and Advanced Diploma	2 (40) at Stage 1, (see G10.6 below),1 (20) at Stage 2
11. Honours Degree	2 (40) at Stage 1, (see G10.6 below),1 (20) at Stage 2
12. Top-Up Degree (Hons) and Senior Status LLB	1 (20)
13. Honours Degree for overseas provision with 4 years study cycle	1 (20) at Year 1, 1 (20) at Years 2 and 3, 1(20) at Year 4
14. Honours Degree for Cyprus Campus provision with 4 years study cycle	1 (20) at Year 1, 1 (20) at Year 2, 1 (20) at Years 3 and 4
15. Integrated Masters	2 (40) at Stage 1, 1 (20) at Stage 2, 1 (20) at Stage 3
16. Graduate/Postgraduate Diploma	1 (20)
17. Graduate/Postgraduate Certificate	0
18. Taught /Professional Masters Degree	1 (20) taught module
19. Professional Awards in the fields of Medicine	1 (20) taught module stage 1
20. Professional Doctorate	1 (20) module at stage 1
21. Stage 0	1 (20)

- G10.4 Where a Course Assessment Board applies compensation to a module the original mark or grade shall not be altered and that original mark will be used in any award classification.

- G10.5 Performance in core modules cannot be compensated except within Combined Honours awards in Stage 1 where compensation may be applied if there is no progression in the relevant subject.

- G10.6 For Stage 1 students, where there is no progression in a Level 4 elective module or optional module, an additional 20 credits can be compensated where in the judgement of the Course Assessment Board the student has made a reasonable attempt at the final assessment of the module.

## G11 Module Reassessment

- G11.1 The decision to offer reassessment lies with the Course/School Assessment Board taking account of the recommendations from Module Boards and the student's overall profile. For modules which are assessed at the end of the first semester, the decision to offer reassessment lies with the Module Board.

G11.2.1 Where the module requires the student to pass each component of assessment and a student has failed a component and is required to be reassessed in that component, the maximum mark which may be awarded for any reassessed component will be the minimum pass mark (ie Low 3<sup>rd</sup> for Level 4, 5 and 6 modules and Low Pass for Level 7 modules and modules utilised solely on the undergraduate professional programmes in Medicine and Dentistry (BDS, MBBS)) and this mark will contribute to the overall aggregate mark for the module.

G11.2.2 Where the module does not require the student to pass each component of assessment but the module is failed on aggregate, if following re-assessment the capping of the component mark (application of G11.2.1) prevents the student from passing the module, the module mark will be capped rather than the component mark.

G11.3 A module, or a component within it, may be reassessed only once.

G11.4 In-module reassessment is permitted and if marked numerically is subject to the requirements of G11.2 and G11.3 (ie that the assessment is capped and a further attempt is treated as the reassessment opportunity). In-module skills tests which are graded pass/fail are not subject to G11.2 and G11.3.

G11.5 If upon reassessment the original mark and the reassessed mark are both under the minimum pass mark, the higher of the two marks will be used in any subsequent averaging calculation.

## **G12 Module Attempts**

G12.1 The definition of 'attempt' is a student's first 'sit' and any 'resit' (of any component of assessment) within a module.

A retake of the same or an alternative module in a subsequent year or semester is considered to be a separate second attempt.

The following are not considered to be 'separate attempts'

1. where a student is reassessed for a module;
2. re-enrolment for the module in a subsequent semester where a module grade is 'deferred'.
3. Where, because of extenuating circumstances, a student is permitted to repeat a year, all module results from the original year will be invalidated and such modules will not count towards the total number of attempts.

G12.2 Except in the case of Certificate and Advanced Certificate Awards, or where Pearson regulations apply, there shall be a limit to the number of module attempts permitted within each award.

G12.3 The number of modules (ie multiples of 20 credits) which may be attempted within certain awards is stipulated as follows:

Award	Minimum Module Requirement (credits in brackets)	Permitted Additional Module Attempts as defined in G12 above (credits in brackets)
Certificate	1 (20)	Not applicable
Advanced Certificate	2 (40)	Not applicable
Certificate of Higher Education	6 (120)	6 (120)
Diploma of Higher Education	12 (240)	6 (120)
Foundation Certificate	6 (120)	6 (120)
Foundation Degree	12 (240)	6 (120)
Higher National Diploma	12 (240)	Not applicable
Higher National Certificate	8 (160)	Not applicable
Diploma	5 (100)	5 (100)
Graduate Certificate	3 (60)	2 (40)

Graduate Diploma	6 (120)	6 (120)
Postgraduate Certificate	3 (60)	2 (40)
Degree and Advanced Diploma	16 (320)	6 (120) at Stage 1* 6 (120) at Stage 2
Honours Degree	18 (360)	6 (120) at Stage 1* 6 (120) at Stage 2
Honours Degree – direct entrant to Year 3	6 (120)	6 (120)
Honours Degree for Cyprus Campus provision with 4 years study cycle	24	6 (120) at Year 1* 6 (120) at Year 2 6 (120) at Years 3 and 4
Award	Minimum Module Requirement (credits in brackets)	Permitted Additional Module Attempts as defined in G12 above (credits in brackets)
Top-up Degree (Honours)	6 (120)	6 (120)
Integrated Masters	24 (480)	6 (120) at Stage 1* 6 (120) at Stage 2 6 (120) at Stage 3
Postgraduate Diploma	6 (120)	6 (120)
(Taught and Professional) Masters Degree	9 (180)	6 (120)
Professional Doctorate	27 (540)	6 (120)

\* Additional module attempts at Stage One/Year One of the same programme shall be permitted only exceptionally, where the Board is satisfied that the student would benefit from a further attempt, and that he/she has a reasonable prospect of success notwithstanding his/her previous performance.

G12.4 In order to retake a failed module or to attempt an equivalent module to a failed module, a Course Assessment Board may allow a full time student to register for one additional module in the following year (exceeding by one the normal maximum of six modules).

G12.5 Retaken modules must be studied and completed in full. Any passed elements from the previous attempt cannot be carried over.

G12.6 Marks for retaken modules will be capped at the minimum pass mark.

G12.7 At the discretion of the Course/School Assessment Board and subject to any specific course requirements a student may be allowed to nominate an alternative module as the retaken module. The alternative module will be capped at the minimum pass mark.

G12.8 No student is permitted to retake a module that has been passed, subject to the following exceptions:

- i. where a student, because of extenuating circumstances, is permitted to repeat a year, all module grades in that year will be invalidated and passed modules may be newly attempted;
- ii. where a student, because of extenuating circumstances, is permitted to retake an assessment as a result of an appeal, the student will be able to rely on the higher of the original and the reattempted mark;
- iii. where a student cannot retake modules on a part-time basis because of documented circumstances beyond their control (e.g. international bursary or registration conditions), that student may exceptionally be permitted to retake one or more modules which have been passed, in order to constitute a full-time year. However, the marks awarded for those modules at the original attempt will stand.

G12.9 Approval of additional module attempts on all programmes shall be at the discretion of the appropriate Course/School Assessment Board, which will not withhold such approval unless, in its academic judgement, the student lacks any reasonable prospect of success in subsequent attempts. In the latter case, the student will be obliged to withdraw from the

programme, and any future re-admission will be at the discretion of the relevant Dean/Head of School.

### **G13 Exclusion from a course during an academic session for academic reasons**

- G13.1 Where it becomes clear that a student will not meet the academic or other course specific progression requirements, or if the student has not attended the course without authorisation from the Dean/Head of his/her School, the Chair of the appropriate Course/School Assessment Board may require a student to interrupt or withdraw from their study during the academic session.
- G13.2 In the first instance the student will be contacted in writing by Chair of the appropriate Course/School Assessment Board to notify them of the reasons such a step has been proposed and to invite them to a meeting with the Dean/Head of the relevant School. At such a meeting the student's circumstances will be fully considered and any appropriate actions will be discussed. Any decisions made in the meeting, or further requirements or adjustments to future study that are agreed, will be provided to the student in writing within 14 days.
- G13.3 Should the student not attend the meeting, or should the student not meet the requirements agreed in the meeting, the Chair of the appropriate Course/School Assessment Board may write to the student to inform them that they have been withdrawn from their course. In such cases the student will have the same rights as apply under the Academic Appeals procedure (see section I).
- G13.2 Students on professionally regulated courses which lead directly to or which satisfy the conditions of a professional qualification, or which confer a direct licence to practise, are also subject to the University's Fitness to Practise Procedure.

## **H: Course Awards and Results**

### **H1 Principles**

- H1.1 Awards are recommended by properly constituted Course Assessment Boards acting with delegated authority from the Academic Board.
- H1.2 Course Assessment Boards will make recommendations for awards through the application of the academic and relevant course regulations using academic judgement to operate discretion within the limits defined in these Regulations.
- H1.3 No student will be denied an award to which he/she is entitled following application of the Regulations, except that results, certificates and formal transcripts may be withheld where a student is in academic debt to the University, in accordance with the Tuition Fees Policy.

### **H2 Recommendation for Award**

- H2.1 Students are assessed for the registered award on completion of the appropriate module minima.
- H2.2 To be recommended for an award a student must have:
1. achieved passes in the module requirement specified for the award;
  2. passed any additional requirements specified by a Course or a Subject associated with the award including core modules, defined combinations of modules and placements;
  3. achieved an average percentage mark  $\geq$  minimum pass mark derived from the counting modules in the calculation.
- H2.3 For modules at Levels 4, 5 and 6, the term pass refers to a grade above a Low 3<sup>rd</sup> (above 40%). An ungraded credit is a pass. Compensated modules are treated as passes for the purposes of determining that the module requirement has been met. For modules at Level 7 and above and modules utilised solely on the undergraduate professional programmes in Medicine and Dentistry (BDS, MBBS), the term pass refers to a grade above a Low Pass (above 50%).

### H3 Grading

- H3.1 All modules at level 3,4,5 and 6 have a pass grade of Low 3<sup>rd</sup> (above 40%) unless superseded by professional body requirements. All modules at Level 7 or above and modules utilised solely on the undergraduate professional programmes in Medicine and Dentistry (BDS, MBBS) have a pass grade of Low Pass (above 50%). The grading bands utilised by the University are set out at s2.1.7 of the Assessment Handbook.
- H3.2 In addition to grading bands, the University uses a system of grades and codes to denote study performance.

Description	Grade
Distinction in placement	D
Merit in placement	M
Pass	P
Satisfactory	S
Unsatisfactory	U
Fail (where aggregate module mark is at or above the minimum pass mark but a compulsory element is failed)	F
Decision deferred	I
Decision deferred at reassessment	IR
Description	Grade
Not graded	NG
Associate/Exchange student: not assessed	Z
Description	Grade Qualifier
Compensated failed module	C
Fail: reassessment recommended	R
Fail: reassessment not taken up	X
Fail: retake module	K

### H4 Classification of Awards

- H4.1 The classification of awards is based on the Average Percentage Mark (APM) - a calculation derived from the marks achieved in specified modules. Classifications are subject to other conditions as detailed below.

#### H4.2 Honours Degrees

The classification of awards for Honours degrees will be based on the highest classification outcome from one of the following:

- 1 The APM based on a weighted average of all Level 5 and Level 6 modules which recognise higher level study through the ratio 3:7 for Level 5: Level 6:

The formula is:

$$APM = \frac{(M_1W_1C_1 + M_2W_2C_2 + \dots + M_nW_nC_n)}{(W_1C_1 + W_2C_2 + \dots + W_nC_n)}$$

where M = mark awarded  
W = weight, where Level 5 modules have a weight of 3 and Level 6 modules have a weight of 7  
C = credit points

- 2 The APM based on six Level 6 modules only or where there are only five Level 6 modules specified for the programme a weighted average of five x Level 6 and one x Level 5 with the highest mark. (Where there are more than 6 level 6 modules the APM should be based on those 6 modules identified as comprising the final year (full-time)).

**3** At the discretion of the Assessment Board, students may be classified according to the academic judgement of the Assessment Board taking into account their overall profile and performance with the minimum requirement that:

i a minimum of 3 modules (60 credits) at Level 6 are in the classification band.

And

ii the highest APM is no lower than 2 percentage points below that required for the classification

In operating discretion for profiling, Course Assessment Boards will use academic judgement and may refer to performance in core modules; the placement component, the dissertation/project or other factors which have been published to students.

#### H4.3 Degree without Honours / Advanced Diploma

The APM for the Degree without Honours/Advanced Diploma will be based on a weighted average of all Level 5 and Level 6 modules which recognises higher level study through the ratio 3:7 for Level 5: Level 6:

The formula is:

$$\text{APM} = \frac{(M_1W_1C_1 + M_2W_2C_2 + \dots + M_nW_nC_n)}{(W_1C_1 + W_2C_2 + \dots + W_nC_n)}$$

where M = mark awarded

W = weight, where Level 5 modules have a weight of 3 and Level 6 modules have a weight of 7

C = credit points

H4.4 For Honours and Integrated Masters Degree awards the following scale will be used to determine the classification:

APM:

70 - 100%	First Class Honours
60 - 69%	Upper Second Class Honours
50 - 59%	Lower Second Class Honours
40 - 49%	Third Class Honours

H4.5 The APM for classified awards other than Honours degrees is based on a calculation derived from the marks achieved in specified counting modules as shown in the following table:

Award	APM Based on standard modules (credits shown in brackets):
Advanced Certificate	2 (40) modules
Certificate	1 (20) module
Certificate of Higher Education	6 (120) modules
Higher National Certificate	8 (160) modules
Higher National Diploma	12 (240) modules
Foundation Certificate	6 (120) modules
Foundation Degree	12 (240) modules
Graduate Certificate	3 (60) modules
Graduate Diploma	6 (120) modules
Integrated Master's Degree	12 (240) at Stage 3 or 18 (360) at Stage 2/3* whichever is the higher
Bachelor in Medicine and Bachelor in Surgery	12(240) at Stage 3 or 18 (360) at Stage 2/3* whichever is the higher.

Taught Master's Degree/Professional Masters	9 (180) modules at level 7 or above only.
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- H4.6 Exceptionally where a programme specifies more than the standard module minima for an award, the additional modules are included in the counting modules for the APM.
- H4.7 Awards not listed in the table above will not receive an overall classification. (Sandwich placements may be endorsed as merit/distinction. See C5.1)
- H4.8 The APM calculation provides a weighted average which recognises higher level study through the ratio 1:2:3:4 for Level 4: Level 5: Level 6: Level 7.

The formula is:

$$APM = \frac{(m_1 l_1 c_1 + m_2 l_2 c_2 + \dots m_n l_n c_n)}{(l_1 c_1 + l_2 c_2 + \dots l_n c_n)}$$

where m = mark awarded  
l = level  
c = credit points

- H4.9 A minimum APM of X9.5 will be rounded up to the next classification for all awards.
- H4.10 An APM in the range 70 - 100% is recognised by the award of Distinction for classified awards, other than the Honours, Integrated Masters and taught or Professional Masters degrees to which additional conditions will apply. (See H4.4 and H4.12 to H4.14)
- H4.11 An APM in the range 60 - 69.49% is recognised by the award of Merit for classified awards, other than the Honours, Integrated Masters and taught or Professional Masters degrees to which additional conditions will apply. (See H4.4 and H4.12 to H4.14)
- H4.12 For taught and Professional Master's degrees the following classifications apply:

APM	+	Dissertation Module	Award
70% or above	+	70 - 100%	Distinction
60% or above	+	60 - 100%	Merit

- H4.13 For the Bachelor of Dental Surgery (BDS) and Bachelor of Medicine and Bachelor of Surgery (MB BS) an APM of 70% or above may be recognised by the award of BDS with Honours or the award of MB BS with Honours.

**H4.14 Postgraduate Awards**

Award	APM Based on standard modules (credits shown in brackets):
Postgraduate Certificate	3 (60) modules
Postgraduate Diploma	6 (120) modules

The classification of postgraduate awards will be based on an APM derived from Level 7 modules only. Any Level 6 modules must be passed but will be excluded from the calculation of the APM.

**H5 Alternative Awards**

- H5.1 **Alternative Awards:** Course/School Assessment Boards may recommend an approved alternatively named award to a student who has failed the registered award, provided the minimum requirements for the alternative award have been achieved. Such awards are commonly approved for courses containing elements of professional practice.
- H5.2 **Independent Studies Awards:** Students may follow, as all or part of their programme, an individual programme of modules where this has been approved either (i) at the end of the first year by the Chair of the Combined Honours Assessment Board, or (ii) subsequently by

the Dean/Head of the School to which the student has been assigned. The award for a student following an independent programme will be a named award in 'Independent Studies', or including 'Independent Studies' as a major, joint or minor element, as appropriate.

## H6 Exit Awards

- H6.1 Course/School Assessment Boards may recommend an exit award to a student who has failed the registered award or who leaves at an interim progression point provided the minimum requirements for the exit award have been achieved.
- H6.2 Exit awards will only be recommended where a student's study for their registered award has been completed or terminated.
- H6.3 A student who leaves his/her course and who has not been recommended for an exit award, may apply to the Chair of the Course Assessment Board to be considered for an award at the next meeting of the Board.

In calculating the APM for Exit Awards:

1. the number of counting modules used in the calculation of the APM is as specified in H4.5 above for the exit award concerned;
2. fail grades do not contribute to the APM calculation;
3. a student must have achieved an APM  $\geq$  the pass mark for the level of the award, derived from the counting modules in the calculation;
4. modules are included in the chronological order in which they were completed. Surplus modules are disregarded from the calculation.
5. any grades awarded as part of a final target award which has then been used as an entry qualification to either a one year Top-up Degree or Direct Entry will not be included in the APM calculation for Honours Award.

### H6.4 Table of exit awards

Registered Award	Exit award/s	Min module requirement for Exit Award (Credits shown in brackets)	Level
Advanced Certificate	Certificate	1 (20)	
Diploma of Higher Education	Certificate of Higher Education	6 (120)	at Level 4 or above
Foundation Degree	Foundation Certificate	6 (120)	at Level 4 or above
Graduate Diploma	Graduate Certificate	3 (60)	at Level 5 or above with minimum of 2 at Level 6 or above.
Degree	Diploma of Higher Education	12 (240)	at Level 4 or above with minimum of 5 at Level 5 or above.
	Certificate of Higher Education	6 (120)	at Level 4 or above
Honours Degree (360 credits)	Degree	16 (320)	At Level 4 or above with minimum of 9 at Level 5 or above and a minimum of 3 at Level 6 or above.
	Diploma of Higher Education	12 (240)	at Level 4 or above with minimum of 5 at Level 5 or above.
	Certificate of Higher Education	6 (120)	at Level 4 or above
Honours Degree (480)	Degree	16 (320)	At Level 4 or above with

credits) for Cyprus Campus			minimum of 9 at Level 5 or above and a minimum of 3 at Level 6 or above.
	Diploma of Higher Education	12 (240)	at Level 4 or above with minimum of 5 at Level 5 or above.
	Certificate of Higher Education	12 (240)	at Level 4 or above
	Certificate of Achievement	6 (120)	at Level 4 or above
Senior Status LLB	Degree	10 (200)	
Honours Degree – direct entrant to Year 3*	Degree	4 (80)	
Top-up Degree (Honours)*	Degree	4 (80)	
Integrated Masters	Honours Degree	18 (360)	at Level 4 or above with a minimum of 11 at Level 5 or above and a minimum of 5 at Level 6 or above.
	Degree	16 (320)	At Level 4 or above with minimum of 9 at Level 5 or above and a minimum of 3 at Level 6 or above.
	Diploma of Higher Education	12 (240)	at Level 4 or above with minimum of 5 at Level 5 or above.
	Certificate of Higher Education	6 (120)	at Level 4 or above
	Postgraduate Diploma	3 (60)	at Level 6 or above with a minimum of 2 at Level 7 or above.
(Taught) Masters Degree/Professional Masters	Postgraduate Diploma	6 (120)	at Level 6 or above with a minimum of 5 at Level 7 or above
	Postgraduate Certificate	3 (60)	at Level 6 or above with a minimum of 2 at Level 7 or above.
Professional Doctorate	Masters/Professional Masters	9(180)	at level 7 or above
	Postgraduate Diploma	6 (120)	at level 7 or above
	Postgraduate Certificate	3 (60)	at level 7 or above

\* Students are required to attempt 6 (120) modules and may only be awarded a degree following failure in one or two modules.

## **I: Appeals against Assessment Board Decisions**

### **I1 Principles**

- I1.1 An appeal cannot be made against the academic judgement of the examiner(s), properly exercised. Appeals on this basis will be ruled invalid.
- I1.2 Details of the rules and procedures for Appeals can be found in the Assessment Handbook.

### **I2 Grounds for Appeal against Assessment Board decisions**

I2.1 A request for an appeal against an Assessment Board decision (other than a decision relating to unfair means – see below) shall be valid only if it is based on one or more of the following grounds:

1. that an Assessment Board has given insufficient weight to extenuating circumstances;
2. that the student's academic performance has been adversely affected by extenuating circumstances which the student has, **for good reason**, been unable to make known to the Assessment Board;
3. that there has been a material administrative error at a stage of the process, or that some material irregularities have occurred;
4. that the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations (this fourth ground will not be relevant to an appeal against a decision relating to an interruption or discontinuance of study. Such an appeal should be based on one or more of the three grounds above).

Where a student is seeking to appeal a decision of the Assessment Board relating to unfair means, the appeal will only be valid if it is based on the following grounds:

1. that the original decision was not conducted fairly and/or in accordance with the published procedure;
2. that the original decision was unreasonable in all the circumstances.

The full procedure is set out at section 7 in the Assessment Handbook.

## **J: External Examiners**

### **J1 Principles**

J1.1 The external examining process is fundamental to ensuring that the University's standards of awards are comparable with those across the HE sector in the United Kingdom.

J1.2 Every award bearing course will have an External Examiner appointed to it.

### **J2 Appointment of External Examiners**

J2.1 External examiners are appointed by the University (subject to any required approval from external validating bodies) using criteria and procedures agreed by the Academic Board.

J2.2 The University reserves the right to terminate appointments where the role is not fully or properly discharged.

J2.3 The standard appointment period is 4 years.

## **K: Extraordinary Circumstances Governing the Assessment Process**

### **K1. Principles:**

K1.1 The guiding principle of the University's response to extraordinary circumstances will be to maintain the academic standards of its programmes, the credibility of its awards and its own reputation. Subject to the maintenance of this principle, and to professional body

requirements, every reasonable step will be taken to expedite the determination of awards and the progression of students.

- K1.2 Extraordinary circumstances may be caused by external factors beyond the control of the University, which interfere with normal assessment processes or procedures and create a risk that the determination of awards or the progression of students will be delayed, though the functioning of the University is not radically or lastingly affected. Episodes of industrial action, or disruptive natural events such as epidemics or flooding, are examples.

## **K2 Process**

- K2.1 There will be a formal declaration by the Vice-Chancellor of the beginning, anticipated duration (where this can be estimated) and end of any episode of 'extraordinary circumstances'.
- K2.2 The body responsible for approving special arrangements for the determination of awards and progression in the light of K1.1 above will be the Academic Board.
- K2.3 The decisions open to the Academic Board are:
- (i) to delay recommendations until full information is available;
  - (ii) to allow recommendations to be made on a basis of less than complete profiles of marks. These recommendations must be decisive but may be partial, e.g. the award of a qualification but with the award of merit/distinction delayed; progression to the next year/stage but with the possibility of one or more modules required to be reassessed or retaken.
- K2.4 Where the operation of the approved modes of assessment within a module or course has been disrupted by extraordinary circumstances, the Academic Board may authorise the use of modes of assessment different from those set out in approved course documentation, provided that
- (i) such alternative modes of assessment provide evidence sufficient for a judgement that specified learning outcomes have or have not been achieved; and
  - (ii) such alternative modes of assessment are approved by relevant External Examiners and professional bodies, where appropriate.

## **L: RESEARCH DEGREE REGULATIONS**

### **L1 List of Awards**

#### **L1.1 Awards by Supervised Research**

The University offers the following awards:

##### *L1.1.1 The MA\MSc\LLM (by Research) Award*

The MA\MSc\LLM (by Research) is awarded to a student who has demonstrated an understanding of research methods appropriate to the chosen field by completing an approved programme of supervised research, and has presented and defended a thesis, by oral examination, to the satisfaction of the examiners.

##### *L1.1.2 The MD (Research) Award*

The MD (Res) is awarded to a student who, having critically investigated and evaluated an approved topic resulting in a significant contribution to medical knowledge and/or professional practice and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a thesis, by oral examination, to the satisfaction of the examiners.

### L1.1.3 *The MCh (Research) Award*

The MCh (Res) is awarded to a student who, having critically investigated and evaluated an approved topic resulting in a significant contribution to a particular subject of Surgery and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a thesis, by oral examination, to the satisfaction of the examiners.

### L1.1.4 *The MPhil Award*

The MPhil is awarded to a student who, having critically investigated and evaluated an approved topic and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a thesis, by oral examination, to the satisfaction of the examiners.

### L1.1.5 *The PhD Award*

The PhD is awarded to a student who, having critically investigated and evaluated an approved topic resulting in an independent, significant and original contribution to knowledge and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a thesis, by oral examination, to the satisfaction of the examiners.

For most students the award of a PhD is achieved via an MPhil route i.e. initial registration on an MPhil with transfer to a PhD in accordance with the provisions set out at L6.1 below.

### L1.1.6 *The Integrated PhD Award*

The Integrated PhD is awarded to a student who has successfully completed a programme of research skills and who, having critically investigated and evaluated an approved topic resulting in an independent, significant and original contribution to knowledge and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a thesis, by oral examination, to the satisfaction of the examiners. The research element of the Integrated PhD will be subject to the Research Degree Regulations.

## L1.2 *The PhD (by Published Work) Award*

The PhD (by Published Work) is awarded to a student who, having critically investigated and evaluated an approved topic resulting in an independent, significant and original contribution to knowledge and demonstrated an understanding of research methods appropriate to the chosen field, has presented a synoptic commentary and defended the Published Work, by oral examination, to the satisfaction of the examiners.

## L1.3 **Professional Awards in the fields of medicine; Professional Doctorates**

L1.3.1 A Professional award in the field of medicine or a Professional Doctorate is awarded to a student who has successfully completed both the research element and the taught element of their programme;

L1.3.2 The research element of Professional Doctorates will be subject to the Research Degree Regulations.

## L2 **Regulations Governing Admission**

### L2.1 **Principal Conditions**

L2.1.1 In considering applications for admission, the sponsoring School shall satisfy itself that all necessary requirements, relating inter alia to qualifications, supervision, the research environment and governance arrangements, are fulfilled.

L2.1.2 Students are only permitted to be registered for another course of study concurrently with the research degree registration where both courses are part-time study and where in the opinion

of the School the dual registration will not detract from the research programme. A course of study is not considered completed until the assessment process has been concluded.

L2.1.3 Students whose work forms part of a larger group may submit a programme of research for approval for a research degree. In such cases each individually approved project must in itself be distinguishable for the purpose of assessment and be appropriate for the award being sought. The application must indicate clearly each individual contribution and its relationship to the group project.

## L2.2 Entry requirements for research degrees

FHEQ level	Title of Award	General minimum entry requirements
7	MA/MSc/LLM (by Research)	Bachelor degree with Honours in a relevant subject from a UK University at lower second class or above.
7	Master of Philosophy (MPhil)	Bachelor Degree with Honours in a relevant subject from a UK University at lower second class or above.
7	Master of Surgery (MCh [Res])	Bachelor of Medicine or Bachelor of Surgery from a UK University and (i) have for at least three years prior to the entry for the degree, held a research or teaching appointment; or (ii) have been engaged in the practice of medicine or surgery; <u>and</u> (iii) have been registered with the General Medical Council of the United Kingdom or equivalent.
8	Doctor of Medicine (MD [Res])	Bachelor of Medicine or Bachelor of Surgery from a UK University and (i) have for at least three years prior to the entry for the degree, held a research or teaching appointment; or (ii) have been engaged in the practice of medicine or surgery; <u>and</u> (iii) have been registered with the General Medical Council of the United Kingdom.
8	Doctor of Philosophy (PhD) via an MPhil route.	Bachelor degree with honours in a relevant subject from a UK University at lower second class or above.
8	Doctor of Philosophy (PhD) Direct route	Master's (by Research) degree in a relevant subject from a UK university.
8	PhD (by Published Work)	Bachelor degree with honours from a UK University; and (i) be a current member of the staff of the University or one of the partner institutions of the University; or (ii) be an honorary academic of the University; or (iii) be a graduate of the University.
8	Doctor of Philosophy (PhD) via an Integrated PhD route	Bachelor degree with honours in a relevant subject from a UK University at lower second class or above.

### L2.2.1 Non-standard entrance qualifications

Applications from students holding qualifications other than those in L2.2 above will be considered on the following bases:

- (i) evidence in the form of a portfolio of work, prior professional practice or learning that the student meets the University's entry criteria; or
- (ii) the student has successfully completed an approved pre-entry course.

#### L2.2.2 English Language Proficiency

All students must have sufficient competency in the English language to study successfully for the proposed award and to prepare and defend a thesis in English. Competency may be demonstrated by qualification, accreditation of prior learning or separate University test.

Students applying for postgraduate programmes must have a minimum level of proficiency equal to IELTS 6.5\* or equivalent [E2.6.2].

**L2.2.3** Entry onto a PhD (by Published Work) programme will include the following with the application form:

- a list of the publications and copies of the published works
- details about their contribution to each publication where there is joint authorship
- a covering statement from the candidate what the topic is and how they feel they meet doctoral standard together with signed written statements from all collaborating parties indicating the extent of the candidate's contribution to the work.
- a CV
- the proposed topic title to be embodied in the synoptic commentary

The application will be reviewed by the School.

**L2.2.4** If the School supports an application for the award of PhD (by Published Work) then candidature for examination must be approved by the Research Degrees Board. In addition to the documents in L2.2.3 the following will be required for the Board:

- an assurance report from the School demonstrating how the published work will meet the requirements of the award

### L3 Applications for Research Programme Approval

L3.1 All students are required to apply for Research Programme Approval by the appropriate Research Degree Tutor within the time periods set out at L4 below.

L3.2 In considering applications for Research Programme approval, the Research Degree Tutor shall be satisfied that the sponsoring School has a suitable programme of research for the target award, and that appropriate supervision arrangements and a suitable programme of training is in place. Where the programme of work includes a practice-based element, the proposed constitution of the final thesis must also be approved.

L3.2 A change of programme of an approved research degree programme must be approved by the Research Degree Tutor.

L3.4 Research Programme Approval will include the student's training programme to ensure that they have the requisite research and other skills to successfully complete their research degree programme. Where the research programme contains a mandatory training programme, students must complete this prior to submission of the thesis.

### L4 Expected Submission Periods

- L4.1 Students for all awards except PhD (by Published Work) are expected to apply for Research Programme Approval and to complete their research degree within the timescales below. Continuation beyond this time is subject to approval by the Research Degree Tutor and will be subject to a maximum, additional period of registration of one year. Students who do not submit within these timescales will be withdrawn from their course and will be recorded as failing for the award. For Integrated PhD students, these deadlines apply to the PhD phase of the programme.

Full-time

<b>Award</b>	<b>Period from start date allowed for Research Programme Approval</b>	<b>Expected submission point</b>
MA/MSc/LLM (by Research)	3 months	12 months
MPhil	3 months	24 months
PhD (via transfer from MPhil registration)		36 months
PhD Direct	3 months	24 months

Part-time

<b>Award</b>	<b>Period from start date allowed for Research Programme Approval</b>	<b>Expected submission point</b>
MA/MSc/LLM (by Research)	6 months	24 months
MPhil	6 months	48 months
PhD (via transfer from MPhil registration)	6 months	72 months
PhD Direct	6 months	48 months
MD (Res) and MCh (Res)	6 months	36 months

**L4.2 PhD (by Published Work) Students**

Once Research Degrees Board approval has been given for the candidature for the award the student will be expected to submit in 12 months from the entry point. Continuation beyond this time is subject to approval by the Research Degrees Tutor and will be subject to a maximum additional period of registration of one year. Students who do not submit within these timescales will be withdrawn from their course and will be recorded as failing for the award.

**L4.3 Changes to the Approved Programme of Research**

- L4.3.1 A student who is registered for the degree of PhD and who is unable to complete the approved programme of work may at any time prior to the submission of the thesis for examination apply to the Research Degree Tutor for the registration to be changed to that for the degree of MPhil.
- L4.3.2 Where there is evidence that the research is proceeding exceptionally well, the School may apply for permission for the student to submit prior to the expected submission point. The application should be submitted to the Research Degrees Board with the application for approval of examination arrangements.

- L4.3.3 Where a student changes from full-time to part-time study or vice versa, the maximum period of study is calculated on a pro rata basis. The Research Degree Tutor must be notified of any change in study mode.
- L4.3.4 Where the student is prevented, by exceptional or unforeseen cause, from making progress with the research, authorisation for an interruption to the programme of study may be sought through the Research Degree Tutor in accordance with the procedure set out in the Assessment Handbook (section 15).
- L4.3.5 The maximum cumulative period for an interruption to study that can be approved at School level is 24 months. The maximum which can be applied in a single application is 12 months. The Research Degrees Board can approve a longer period of interruption for students with extenuating circumstances.

Where a research student is permitted to undertake an interruption to study related to a research internship or related professional development programme a period of up to 6 months may be approved by the School. The Research Degrees Board can approve a longer period up to 12 months. This will form part of the 24 month maximum cumulative total.

For students who have not had their programme of research approved, the maximum period for an interruption to study will be three months.

- L4.3.6 Students who wish to interrupt their studies for longer than the period which can be authorised must seek readmission if they wish to resume their studies.
- L4.3.7 All study for the research degree must have ceased or be expected to cease during an authorised interruption of study. A student cannot submit their final thesis during an authorised interruption of study.

## **L5 Supervision**

- L5.1 All research degree students shall have at least two supervisors and not more than three supervisors. All supervisors will be demonstrably active researchers with relevant knowledge and skills. Exceptionally the School may approve more than three supervisors where the nature of the project is considered to merit it.
- L5.2 One supervisor shall be the Director of Studies (first supervisor) with responsibility to supervise the student on a regular and frequent basis and manage the supervisory team and ensure the quality of the research project. The Director of Studies shall be a member of the University's staff with a contract which covers the period of study. Emeritus Professors may also act as supervisors.
- L5.3 The other supervisor(s) may be a member of the University's staff or a member of staff at another higher education institution including a partner or collaborating institution of the University.
- L5.4 The supervisory team shall have experience of supervising at least two students to the successful completion of a research degree at or above the level of the target award. For overseas off-campus students the Director of Studies must have experience of two successful completions at or above the level of the target award. Supervisors who have completed an approved supervisor training programme may count this as one successful supervision, but a team will not be qualified where there are only two successful completions both obtained through an approved supervisor training programme.
- L5.5 In addition to the supervisors, an adviser or advisers may be proposed to contribute some specialised knowledge or a link with an external organisation.
- L5.6 For the awards of PhD (by Published Work), at least one supervisor is required, who should have experience of at least two successful completions at or above the level of the target award .

L5.7 A proposed supervisor must declare any potential conflict of interest.

L5.8 Proposals for a change in the approved supervision arrangements must be agreed by the appropriate Research Degree Tutor.

## **L6 Progression, Formative Assessment and Monitoring**

### **L6.1 Transfer of Registration from MPhil to PhD**

L6.1.1 Students registered on a PhD via an MPhil route are required to apply for a transfer within the transfer period of 12-18 months from the start date for full-time students or 24-36 months for part-time students.

L6.1.2 The student must produce a Transfer Report which should contain:

- (i) an abstract;
- (ii) a brief review and discussion of the work already completed including a portfolio of research work accomplished and/or published;
- (iii) a detailed plan of the intended further work, including details of the original, significant and independent contribution to knowledge that is likely to emerge;
- (iv) an up-to-date list of references and/or bibliography.

L6.1.3 The student will be assessed on the basis of the Transfer Report and an oral examination by a panel approved by the Research Degrees Board and will include at least one independent referee nominated by the School. Where appropriate, the report should allow the panel to evaluate any practice-based components of the research.

L6.1.4 The panel will make one of the following recommendations to the Research Degrees Board:

- i) Progress to PhD;
- ii) Continue to MPhil only;
- iii) Referred, indicating what remedial action must be undertaken;
- iv) Deferred (pending further information).

L6.1.5 A student who is enrolled for the degree of MPhil only may apply to transfer the registration to PhD.

### **L6.2 Progression and Formative Assessment**

L6.2.1 The Research Degrees Board will make arrangements for the assessment of research degree students' progress on their programme of research (including any training programmes).

L6.2.2 Students' progress will be formally assessed annually against the progression criteria specified at the commencement of the academic session by the Director of Studies. Responsibility for ensuring that the students' progress is adequately monitored and assessed lies with the Dean/Head of School.

L6.2.3 In the case of an unsatisfactory annual progression report from a research student enrolled for PhD (Direct), MD (Res), MCh (Res) or PhD (by Published Work), the Research Degrees Board shall require an interim progress report of approximately 1,500 words detailing work completed and intended further work.

L6.2.4 Recommendations on progression to the next academic session will be made by Schools and confirmed by Progression Boards of the Research Degrees Board following a recommendation from the assessors.

L6.2.5 The Progression Boards will make one of the following recommendations:

- (i) Progress to next academic session

- (ii) Progress to next academic session on MPhil only
- (ii) Referred, indicating what action must be taken within a two month remedial period
- (iii) Deferred (suspended students only)
- (iv) Fail

### **L6.3 Exclusion from a research degree programme during an academic session for academic reasons**

Where it becomes clear after two opportunities for remedy that a student will not meet the academic or other specific progression requirements for a research degree programme, Schools and/or the Progression Boards of the Research Degrees Board may require a student to terminate their study during the academic session. This procedure is set out in the Guidance on Exclusion from a Research Degree during an Academic Session set out in section 12 of the Assessment Handbook. In such cases the student will have the same rights as apply under the Appeals against Progress Assessment Decisions.

## **L7 Appeals against Progression Decisions**

### **L7.1 Principles**

L7.1.1 Appeals by research degree students against progression decisions must follow the procedures laid out in the Assessment Handbook (section 14).

L7.1.2 An appeal cannot overturn the academic judgement of the assessors properly exercised. A request for an appeal may not be based on a questioning of the academic judgement of any individual assessor and requests made on this basis shall be ruled invalid. Appeals submitted outside the specified deadlines will normally be ruled invalid.

L7.1.3 An appeal in relation to the progression decision may only be made following notification of the decision to the student by the Research Student Registry.

### **L7.2 Grounds for Appeal**

L7.2.1 A request for an appeal against a progression decision shall be valid only if it is based on one or more of the following grounds:

1. that the assessors have given insufficient weight to extenuating circumstances;
2. that the student's progress has been adversely affected by extenuating circumstances which the student has for good reason been unable to make known to the assessors;
3. that there has been a material administrative error at a stage of the assessment process, or that some material irregularity has occurred;
4. that the assessment procedure has not been conducted in accordance with the approved regulations.

L7.2.2 The procedure for appealing a progression decision is set out in section 14 of the Assessment Handbook.

## **L8 Examinations**

### **L8.1 Principles**

L8.1.1 Award of the degree

Decisions on the reports and recommendation of the examiners in respect of research degree students are taken by the Research and Innovation Committee. The power to confer the degree is delegated to the Research and Innovation Committee by the Academic Board.

L8.1.2 The examination for the following awards has two parts:

- (i) MAMScLLM (by Research);
- (ii) MD (Res);
- (iii) MCh (Res);
- (iv) MPhil;
- (v) PhD;
- (vi) the research element of Professional awards in the field of medicine;
- (vii) the research component of Professional Doctorates;
- (viii) PhD by Published Work

**Part 1** is the submission and preliminary assessment of the thesis or thesis plus practice based materials. For a PhD by Published Work, Part 1 is the submission of the Published Work and the synoptic commentary and preliminary assessment of the Published Work.

**Part 2** is its defence by oral examination.

L8.1.3. Submission must be completed within the period of registration and the examination conducted within a reasonable period.

L8.1.4 Oral examinations are to be conducted in English (except where B1.6 applies).

L8.1.5 The examination arrangements proposed by the School must be approved by the Research Degrees Board before submission can occur.

L8.1.6 All students are examined orally on the thesis, the programme of work and on the field of study in which the programme lies.

L8.1.7 Where for reasons of ill health, disability or comparable valid cause, the Research Degrees Board is satisfied that a student would be put at a serious disadvantage if required to undergo an oral examination, an alternative form of examination may be approved. Such approval shall not be given on the grounds that the student's knowledge of the language in which the thesis is presented is inadequate.

L8.1.8 Supervisors may, with the consent of the student, attend the oral examination but must not participate in discussion during the examination and must withdraw prior to the deliberations of the examiners on the outcome of the examination.

L8.1.9. All examiners must complete the preliminary reports before the oral examination takes place.

L8.1.10 The Research Degrees Board is required to submit to the Research and Innovation Committee its decision on the reports and recommendation of the examiners in respect of each student and to be satisfied that the thesis format is in accordance with the University's regulations

L8.1.11 Where there is a failure to comply with the procedures of the examination process, Research and Innovation Committee may declare the examination null and void and appoint new examiners.

## **L8.2 Additional requirements for the Examination of Professional Awards in the Field of Medicine and Professional Doctorates**

L8.2.1 Where the structure of the research element of the doctorate has disparate components, the students must submit a thesis which is composed of the individual pieces of research and an overview summarising the work.

L8.2.2 Where appropriate the examination may include specific consideration of the professional skills and competencies acquired.

### **L8.3 The Student's Responsibilities**

L8.3.1 It is the responsibility of the student to ensure that the thesis is submitted within the period of registration.

L8.3.2 The submission of a thesis for examination is at the discretion of the student and no submissions will be permitted until the examination arrangements have been approved by the Research Degree Board.

L8.3.3. Students must take no part in the arrangement of their examination and have no contact with the external examiner/s between the appointment of the examiners and the oral examination.

L8.3.4 A student shall not submit a thesis by which s/he has qualified for a degree in any university, nor one which is being concurrently submitted in candidature for any degree; but s/he may refer to work which s/he has already submitted for a degree in a thesis covering a wider field.

### **L8.4 The Thesis**

L8.4.1 The thesis shall be in the form prescribed in Section 10 of the Assessment Handbook.

L8.4.2 The thesis must be presented in English (except where B1.6 applies).

L8.4.3 The copyright of the thesis as a literary work is invested in the student except in certain circumstances which are set out in the Intellectual Property Regulations.

L8.4.4 It is a requirement for the award of the degree that one copy of a successful thesis be lodged in the Institutional Repository of the University and made available electronically. Students are required to sign a declaration relating to the availability of the thesis. Additional copies may be required in either hard copy or digital copy format as specified at the time by the University.

L8.4.5 An application may be made at the time of the examination arrangements by the School for restricted access, for a period not exceeding two years, to a student's thesis and/or the abstract of the thesis on the grounds of commercial exploitation or patenting or other specified exceptional circumstances. Restricted access may also be agreed with the student's sponsoring organisation. This period may be extended beyond two years in exceptional circumstances with the approval of the Research Degrees Board.

### **L8.5 Examiners for Students for all Research Degree Awards**

L8.5.1 A research degree student is examined by a minimum of two examiners, at least one of whom must be external to the University.

L8.5.2 A second external examiner will be required for students who are either:

- (i) a member of staff of the University, whether temporary or on an indefinite contract or;
- (ii) a member of staff, whether temporary or on an indefinite contract, at a designated partner institution of the University; or
- (iii) a member of staff, whether temporary or on an indefinite contract, at a collaborating institution of the University.

### **L8.6 Criteria for Appointment of Examiners**

#### **L8.6.1 General Principles**

L8.6.1.1 Examiners must have expertise in research area of the student's thesis and be demonstrably research active.

L8.6.1.2 For the awards of MCh (Res), MD (Res), MPhil and PhD (including practice-based awards and the PhD phase of the Integrated PhD), PhD by Published Work and the research component of Professional awards in the fields of medicine or Professional doctorates, the examining team must collectively have experience in the topic(s) to be examined and must have experience of a minimum of three or more previous examinations at the level of the award, with one external examiner having experience of at least two examinations at or above the level of the award.

L8.6.1.3 For MA/MSc/LLM (by Research) students, one external examiner must have experience of at least one examination at or above the level of the award.

L8.6.1.4 Examiners are required to maintain confidentiality within the examining process and in particular with respect to the thesis once it has been received, until publication.

### **L8.6.2 External examiners**

L8.6.2.1 External examiners must be independent of the University and of any collaborating institution.

L8.6.2.2 An external examiner shall not be either a supervisor of another student or an external examiner on a taught course in the student's sponsoring academic School.

L8.6.2.3 The same external examiner must not be proposed so frequently that his/her familiarity with the sponsoring School might prejudice objective judgement.

L8.6.2.4 Former members of staff of the University may not be appointed as external examiners until three years after the termination of their employment with the University.

### **L8.6.3 Internal examiners**

L8.6.3.1 The internal examiner should be a member of the University's staff on an indefinite contract. An exception to this is Emeritus Professors who may act as internal examiners without an indefinite contract.

L8.6.3.2 A student's supervisor, former supervisor or adviser may not be appointed as an internal examiner.

L8.6.3.4 Unless L8.6.4 applies, the internal examiner will be responsible for chairing a student's oral examination.

#### **L8.6.4 Independent chairs of examination**

L8.6.4.1 Independent chairs are required solely for oral examinations of PhD theses where the internal examiner has had no previous PhD level examining experience.

L8.6.4.2 The role of independent chair is procedural; there is no requirement to read the thesis.

L8.6.4.3 The criteria for an independent chair are that they:

- i) are a member of the University's staff on an indefinite contract or an Emeritus Professor;
- ii) are research active;
- iii) have experience of 3 previous PhD-level examinations
- iv) are independent of the supervisory team and School;
- v) are not the University's Director of Research or Head of Graduate Studies.

#### **L8.7 Prior to the Oral Examination**

L8.7.1 Each examiner shall read and examine the thesis and present the independent report on it before any oral or alternative form of examination is held.

L8.7.2 Examiners must not enter into any dialogue, written or verbal, with any other member of the examining team concerning the examination of the thesis or its content until such time as all independent reports have been received and acknowledged by the Research Student Registry.

L8.7.3 At first examination, where the examining team is of the opinion that the thesis is so unsatisfactory that no useful purpose would be served by conducting an oral examination, it may recommend dispensation of the oral examination to the Chair of the Research Degrees Board and refer the thesis for further work. In such cases the examining team must provide written guidance concerning the deficiencies of the thesis for the student through the Research Student Registry.

L8.7.4 The examining team cannot make any recommendation for any award without holding an oral examination or other alternative examination (see L8.1.7).

#### **L8.8 Outcomes of the First Examination**

L8.8.1 Following the oral examination the examiners shall, where they are in agreement, present a joint report and recommendation relating to the award of the degree and certify whether the thesis submitted by the student substantially covers the area of research indicated by the approved title.

L8.8.2 The joint report and recommendation of the examiners must provide sufficiently detailed comments on the scope and quality of the work to enable the University to satisfy itself that the criteria for the award of the degree have been met.

L8.8.3 Definitions of the categories of corrections:

- .1 Minor amendments are matters which do not alter the results and / or conclusions of the thesis in any significant way. They may range from the correction of typographical, spelling and grammatical errors to revisions and / or additions to the thesis that address omissions and / or clarify arguments.
- .2 Major revisions are matters which are in excess of minor amendments, but not, in the opinion of the examiners, sufficient to require the student to revise and resubmit. Major revisions may involve limited additional work and rewriting of sections.

L8.8.4 Resubmission indicates that the student has not yet satisfied the examiners that the level of the award for which the thesis was submitted has been reached. Substantial rewriting is required to make the thesis meet the required standard. It may involve substantial rewriting of sections; the introduction of new material; further research; further analysis of the material or further development of the arguments.

L8.8.5 Awards of MA/MSc/LLM (by Research),

Following the completion of the examination the examiners may recommend to the Research and Innovation Committee:

- (i) that the student be awarded the degree;
- (ii) that the student be awarded the degree subject to minor amendments being made to the thesis subject to the satisfaction of the internal examiner within a maximum period of 3 months. The examiners can stipulate a shorter period, if required. The examiners must indicate to the student in writing, via the Research Student Registry, what amendments and corrections are required;
- (iii) that the student be permitted to be re-examined for the degree, with or without a further oral examination within a maximum period of 6 months. The examiners can stipulate a shorter period, if required. The examiners must indicate to the student in writing, via the Research Student Registry, the deficiencies of the first examination;
- (iv) that the student has failed and is not permitted to be re-examined.

L8.8.6 Awards of MPhil, MCh (Res), MD (Res), PhD, PhD (by Published Work) and Integrated PhD.

Following the completion of the examination the examiners may recommend to the Research and Innovation Committee:

- (i) that the student be awarded the degree;
- (ii) that the student be awarded the degree subject to minor amendments being made to the thesis to the satisfaction of the internal examiner within a maximum period of 3 months. The examiners can stipulate a shorter period, if required. The examiners must indicate to the student in writing, via the Research Student Registry, what amendments and corrections are required;
- (iii) that the student be awarded the degree subject to major revisions being made to the thesis to the satisfaction of the examiners within a period of 6 months. The revised thesis must be submitted to the internal examiner and at least one external examiner for approval of the corrections before the degree can be awarded. The examiners must indicate to the student in writing, via the Research Student Registry, what amendments and corrections are required;
- (iv) that the student be permitted to be re-examined for the degree, with or without a further oral examination, within a maximum period of 12 months. The examiners can stipulate a shorter period within the guidelines, if required. The examiners must indicate to the student in writing, via the Research Student Registry, the deficiencies of the first examination;
- (v) in the case of a PhD, that the student be awarded the degree of MPhil with or without minor amendments to the thesis to the satisfaction of the examiners;
- (vi) in the case of a PhD, that the student be awarded the degree of MPhil subject to the presentation of the thesis amended to the satisfaction of the examiners. In such circumstances, the examiners must indicate to the student in writing,

via the Research Student Registry, what amendments and corrections are required;

(vii) that the student has failed and is not permitted to be re-examined.

#### L8.8.7 The research element in Professional Awards in the Field of Medicine.

Following the completion of the examination the examiners may recommend that the student:

- (i) pass the research element of the award;
- (ii) pass the research element of the award subject to minor amendments being made to the thesis to the satisfaction of the internal examiner. The examiners must indicate to the student in writing, via the Research Student Registry, what amendments and corrections are required;
- (iii) be referred and be permitted to resubmit the thesis for re-examination without a further oral examination. The examiners must indicate to the student in writing, via the Research Student Registry, the deficiencies of the first examination;
- (iv) be referred and be permitted to resubmit the thesis for re-examination and undergo a further oral examination. The examiners must indicate to the student in writing, via the Research Student Registry, the deficiencies of the first examination;
- (v) fail the research element of the award and not be permitted to be re-examined.

#### L8.8.8 Professional Doctorates

Following the completion of the examination the examiners may recommend that the student:

- (i) pass the research element of the award;
- (ii) pass the research element of the award subject to minor amendments being made to the thesis to the satisfaction of the internal examiner. The examiners must indicate to the student in writing, via the Research Student Registry, what amendments and corrections are required;
- (iii) be referred and be permitted to resubmit the thesis for re-examination without a further oral examination. The examiners must indicate to the student in writing, via the Research Student Registry, the deficiencies of the first examination;
- (iv) be referred and be permitted to resubmit the thesis for re-examination and undergo a further oral examination. The examiners must indicate to the student in writing, via the Research Student Registry, the deficiencies of the first examination;
- (v) be awarded the degree of MPhil with or without minor amendments to the thesis, subject to the satisfaction of the examiners. The examiners must indicate to the student in writing, via the Research Student Registry, what amendments and corrections are required;
- (vi) be referred, as appropriate for the degree of MPhil, subject to the thesis being amended to the satisfaction of the examiners. In such circumstances, the examiners must indicate to the student in writing, via the Research Student Registry, what amendments and corrections are required;
- (vii) fail the research element of the award and not be permitted to be re-examined.

#### **L8.9 Requirements for re-examination for all awards**

L8.9.1 One re-examination may be permitted.

L8.9.2 There are three forms of re-examination:

- (i) the thesis (or thesis with practice based materials) only;
- (ii) the oral examination only;
- (iii) the thesis (or thesis with practice based materials) and the oral examination.

L8.9.3 The Research Degrees Board may, where there are extenuating circumstances, approve an interruption to studies during the period for revising of the thesis. (See section 15 of the Assessment Handbook)

L8.9.4 The Research Degrees Board may require that an additional external examiner be appointed for the re-examination, in which case his/her appointment must be submitted to the Research Degrees Board for approval in the normal way.

L8.9.5 Outcomes for re-examination for students for MA/MSc/LLM (by Research), MPhil, MCh (Res), MD (Res), PhD or PhD (by Published Work)

Following the completion of the re-examination, the examiners may recommend to the Research and Innovation Committee:

- (i) that the student be awarded the degree;
- (ii) that the student be awarded the degree subject to minor amendments to the thesis to the satisfaction of the internal examiner;
- (iii) in the case of doctoral level awards, that the student be awarded the degree of MPhil with or without minor amendments to the thesis made to the satisfaction of the internal examiner ;
- (iv) that the student fail the degree.

L8.9.6 Outcomes for re-examination for Professional awards in the field of medicine and Professional Doctorates

Following the completion of the re-examination, the examiners may recommend to the Research and Innovation Committee:

- (i) that the student pass the research element of the award;
- (ii) that the student pass the research element of the award subject to minor amendments to the thesis to the satisfaction of the internal examiner. The examiners must indicate to the student in writing, via the Research Student Registry, what amendments and corrections are required;
- (iii) that the student be awarded the degree of MPhil with or without minor amendments to the thesis subject to the satisfaction of the internal examiner;
- (iv) that the student fail the research element of the award.

## **L8.10 Where the examiners are not in agreement following an examination or re-examination**

L8.10.1 Where the examiners are not in agreement, separate reports and recommendations shall be submitted to the Research and Innovation Committee.

L8.10.2 The Research and Innovation Committee may:

- (i) accept a majority recommendation (provided that the majority recommendation includes at least one external examiner);

- (ii) accept the recommendation of the external examiner;
- (iii) require the appointment of an additional external examiner(s) whose appointment must be proposed to the Research Degrees Board in the normal way.

L8.10.3 Where an additional external examiner is appointed he/she shall prepare an independent preliminary report on the thesis and, if he/she considers necessary, conduct a further oral examination. That examiner should not be informed of the recommendations of the other examiners. On receipt of the report from the additional examiner the Research and Innovation Committee shall complete the examination as set out in Regulations L8.9.

#### **L8.11 Posthumous Award**

The University may confer any of its awards posthumously provided there is evidence of work successfully completed at the appropriate level (see B2.2).

#### **L9 Unfair Means To Enhance Performance**

- L9.1 The University regards any use of unfair means in an attempt to enhance performance or to influence the standard of any award obtained as a serious academic and/or disciplinary offence.
- L9.2 Unfair means includes all forms of cheating, plagiarism, collusion and re-presentation. Students are required to sign a declaration indicating that individual work submitted for assessment or examination is their own.
- L9.3 If use of unfair means is suspected at any time then proceedings will be suspended until the matter is investigated. Where irregularities in the preparation of the thesis or other irregularities in the conduct of the examination are suspected, the examiners will not come to a decision on the student's award.
- L9.4 Where evidence of use of unfair means to enhance performance becomes apparent subsequent to the recommendation of the examiners the matter will be re-opened and the original decision may be set aside if appropriate.
- The matter will be referred to the Dean/Head of School/Centre who will proceed as detailed in the Assessment Handbook (section 13).
- L9.5 If an allegation of unfair means is found to be proven the Dean/Head of School will impose/recommend a penalty up to and including failing the award.

In the event of a single offence, the penalties available are:

- (i) Referral without the oral exam at first examination with or without the examiners' comments;
- (i) In the case of a PhD student, the maximum of an MPhil award.
- (ii) Failure of the award.

If the Dean/Head imposes penalty (ii), the examination process must be completed to ensure the student meets the criteria for an MPhil award.

In the event of a repeat offence of cheating, plagiarism or collusion (irrespective of whether the repeat offence involves the same form of unfair means) on the same research degree, the appropriate penalty should be failure of the degree.

## **L10 Appeals against Examination Recommendations**

### **L10.1 Principles**

L10.1.1 An appeal in relation to the recommendation of the examiners may only be made following notification of the examination recommendations to the student by the Research Student Registry.

L10.1.2 An appeal cannot be made against the academic judgement of the examiner(s), properly exercised. Appeals on this basis will be ruled invalid.

### **L10.2 Grounds for Appeal against Examination Recommendations**

L10.2.1 A request for an appeal against an examination recommendation shall be valid only if it is based on one or more of the following grounds:

- i) that the student's performance has been adversely affected by extenuating circumstances of which the examiners were not aware at the oral examination and the student has for good reason been unable to make known at the time;
- ii) that there has been a material administrative error at a stage of the examining process, or that some material irregularity has occurred;
- iii) that the assessment procedure has not been conducted in accordance with the approved regulations.

L10.2.2 Given the existence of procedures for complaints during the study period, alleged inadequacy of supervisory or other arrangements during the period of study and prior to the submission of the thesis does not constitute grounds for appeal against an examination decision.

## **M: The Academic Regulations for Higher Doctorate Degree**

### **M1: Principles**

1.1 The University awards higher doctorates for work of high distinction as defined below.

### **M2: Regulations**

2.1 Applications may be made for the following higher doctorates:

Doctor of Letters (DLitt)  
Doctor of Science (DSc)

Applicants are required to state the higher doctorate award for which they wish to be considered.

2.2 The work submitted must be of high distinction, must make an original and significant contribution to the advancement of knowledge or to the application of knowledge or to both and must establish that the applicant is a leading authority in the field or fields of study concerned.

2.3 Applicants should normally:

2.3.1 be holders, of at least seven years' standing, of a first degree awarded by a UK university or of a qualification and/or experience at an equivalent level; or

- 2.3.2 be holders, of at least four years' standing, of a doctoral degree awarded by a UK university or of a qualification and/or experience at an equivalent level <sup>1</sup>.
- 2.3.3 have engaged in the University's activities.
- 2.4 Applicants must submit three copies of the work on which the application is based. The submission may take the form of books, electronic media, contributions to journals, patent specifications, reports, syntheses of knowledge to enhance practice and policy, works of art, specifications and design studies and may also include other relevant evidence of original work. An applicant shall state which part of the submission, if any, has been submitted for another academic award. The contents of a submission must be in English unless specific agreement is given by the University.
- 2.5 In addition to the copies of the work on which the application is based, applicants must submit one copy of each of the following, all of which must be word processed:
- 2.5.1 a letter of application;
- 2.5.2 a synoptic commentary not exceeding of 10,000 words setting out the applicant's view of the nature and significance of the work submitted;
- 2.5.3 a full statement of the extent of the applicant's contribution to the work submitted where it involves joint authorship or other types of collaboration.
- 2.6 On submission of an application the University will consider whether a prima facie case for proceeding to a formal examination of the application has been established.
- If satisfied that such a case has been established the University will, on payment by the applicant of the relevant fee, submit the application to two external examiners, each of whom shall make an independent report to the University. In case of disagreement between the examiners the University may appoint a third external examiner.
- 2.7 The University shall retain on open access one copy of the full documentation submitted in support of a successful application. Where there is a requirement for confidentiality there must be a specific agreement on access reached with the University.

### **M3: Procedures**

#### **3.1. Application**

- 3.1.1 The student will normally enter into informal discussions with the relevant School prior to submission of the formal application.
- 3.1.2 The application shall be submitted to the Research Degrees Board.
- 3.1.3 The Research Degrees Board will consider whether there is a prima facie case to proceed to examination and will take whatever advice it considers appropriate and may refer the application back to the applicant for clarification. The revised submission will be considered by the Research Degrees Board.
- 3.1.4 The Research Degrees Board will recommend whether or not the student should proceed to examination. If the Research Degrees Board believes that a prima facie case has not been established for the award then it will notify the student applicant of the decision.
- 3.1.5 The payment of the relevant fee will be required at this point, following the recommendation to proceed to examination.

#### **3.2. Examination**

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<sup>1</sup> Holders of a UCLan Professional award in the fields of medicine (MD, MCh or MDCh), or a MD (Res) and MCh (Res) are included in this category.

- 3.2.1 The Research Degrees Board will appoint two external examiners to examine the application.
- 3.2.2 Examiners will be independent of the University, have extensive experience in the topic area of the submission and hold a higher doctorate themselves or be of equivalent academic standing.
- 3.2.3 Each examiner will submit an independent report and a recommendation as to whether or not the degree should be awarded.
- 3.2.4 The examiners' reports and recommendations will be submitted to the Research Degrees Board for consideration.
- 3.2.5 If the examiners disagree then the Research Degrees Board may appoint a third external examiner or reject the submission. Where an additional examiner is appointed then the Research Degrees Board may accept a majority recommendation.

### **3. Reporting**

- 3.1 The Research Degrees Board will report the recommendation to Research and Innovation Committee and Academic Board.

### **3.4. Celebratory Lecture**

- 3.4.1 Successful students will be required to give a celebratory lecture within 12 months of receiving the award.

### **3.5. Appeal Process**

- 3.5.1 A student whose application for a Higher Doctorate award is rejected either by the Research Degrees Board or by the examiners may appeal on the following grounds:
  - 5.1.1 that there was a material irregularity in the process of considering the application; or
  - 5.1.2 that the recommendation of the Research Degrees Board or the examiners was unreasonable.
- 3.5.2 Appeals should be submitted to the Vice Chancellor, making the grounds for the appeal clear and providing appropriate documentary evidence. Appeals must be submitted within 28 days of notification of the outcome of the application.
- 3.5.3 The Vice Chancellor will ask the Chair of the Research Degrees Board for a report and rationale for the recommendation. If considered appropriate the Vice Chancellor or the Chair may approach at any stage the applicant or the examiners for further information.
- 3.5.4 If the Vice Chancellor (or nominee) does not uphold the appeal the decision will stand.
- 3.5.5 If the Vice Chancellor (or nominee) upholds the appeal then he /she may:
  - 3.5.5.1 refer the application back to the Research Degrees Board for further consideration. The outcome of which must be reported back to the Vice Chancellor; and;
  - 3.5.5.2 in the case of procedural or other irregularity, the Vice-Chancellor may take specific action on behalf of the Academic Board to amend the decision of the Research Degrees Board or make alternative arrangements for the assessment of the application.

### **3.6. Unsuccessful Applications**

If the application is unsuccessful the student applicant will not be permitted to reapply for 3 years.

### **3.7. Retention of Data**

By submitting an application to the University, the applicant agrees that the University may hold and use the information in his/ her application, and any information obtained by the University which relates to the application for the purposes of the applicant's current application and any future applications.